

CITY OF ALAMEDA
invites applications for the position of:



Senior Fire Code Compliance Officer

SALARY:	\$34.00 - \$47.84 Hourly \$63,648.00 - \$89,556.48 Annually
DEPARTMENT:	Fire Department
OPENING DATE:	09/12/18
CLOSING DATE:	10/01/18 05:00 PM
FLSA STATUS:	Non-Exempt

NATURE OF POSITION:

This position works a 4 day, 36 hours full-time work schedule and offers a generous benefit package!

ABOUT THE CITY

Known as the "City of Homes and Beaches", Alameda (pop. 75,126) is a 10.6 square mile urban island city located in the middle of beautiful San Francisco Bay. With easy access to all of the amenities of the Bay Area, Alameda is seven miles east of San Francisco and less than one west of Oakland, just a short drive north of the Oakland International Airport. The City of Alameda's mission is to support the maintenance of a community where people can live, work, and play in a sustainable urban environment that is safe, vibrant, and esthetically pleasing. Alameda is committed to the organizational core values of innovation, integrity, professionalism, flexibility, and responsiveness. The City provides a broad range of services including fire protection and services through the Alameda Fire Department.

ABOUT THE ALAMEDA FIRE DEPARTMENT

The City of Alameda Fire Department is an organization of 111 dedicated, community service-oriented people who serve Alameda residents and visitors by responding to all emergencies and hazards with the exception of those that are the responsibility of law enforcement. Our services include fire suppression, advanced life support, including ambulance transport services; fire prevention, and investigative services; community disaster preparedness, including Community Emergency Response Teams (CERT); hazardous materials response and mitigation; confined space rescue services and water rescue. We provide these services through Administration, Operations, Emergency Medical Services, Training, Disaster Preparedness, and Fire Prevention Services Divisions, and four strategically located fire stations with a minimum of 25 people on duty daily.

The Fire Prevention Services Division of the Alameda Fire Department provides fire and life

safety consultation on new construction projects and reviews plans for fire protection systems on construction projects to ensure compliance with all City and State fire codes. Staff conducts inspections of buildings and facilities to ensure public safety. The program regulates the use and storage of hazardous materials, as well as provides community outreach and education in fire safety and prevention to residents and businesses.

ABOUT THE POSITION

The Alameda Fire Department is seeking a highly organized Senior Fire Code Compliance Officer to serve under the general direction of a Fire Captain and oversee and perform fire code compliance work involving field investigations, observations and resolution of alleged or apparent violations, including investigating and documenting violations; performs preliminary and final fire plan check reviews; represents the City at various hearings and events, as well as working actively with the public and City staff to resolve fire code compliance issues and promote community awareness; performs other related work as required.

EXAMPLES OF DUTIES:

1. Coordinates, reviews, schedules and performs work related to Fire code compliance including implementing and enforcing the City's fire code compliance program.
2. Receives, records, investigates and responds to reported violations of various fire codes, laws, rules, and regulations; gathers and evaluates related information and determines course of action.
3. Conducts inspections, field studies, tests, and investigations; issues citations; prepares and presents fire code violation cases.
4. Participates in court actions involving fire code violations; collects evidence, prepares court exhibits, and testifies in court.
5. Coordinates activities and works collaboratively with City departments and other regulatory agencies.
6. Recommends appropriate disposition of outstanding cases.
7. Ensures adherence to and application of established safe work practices and procedures.
8. Provides information to the public regarding fire codes, laws, ordinances and regulations; serves as liaison to various community groups, property owners, businesses and professional organizations; prepares and makes various public education presentations; attends various meetings, seminars and classes; investigates and resolves complaints.
9. Prepares reports, recommendations, correspondence, compliance agreements, and other information and documents; recommends revisions to fire codes, policies and procedures.
10. Organizes and maintains various records and files including specialized computer applications.
11. Maintains up-to-date knowledge of applicable codes, laws, rules and regulations, and methods and practices related to fire code enforcement.
12. Oversees the work of and provides lead direction and training to assigned staff.

EMPLOYMENT STANDARDS:

EMPLOYMENT STANDARDS:

Possession of the employment standards does not assure advancement to the Examination or placement on the Eligible List. This is a competitive examination where a candidate's performance in the Examination will be judged in comparison with the core competencies required of the job. To be considered, applicants should possess a combination of education and experience necessary to provide the required knowledge and abilities for the position. A typical way to

obtain the knowledge and abilities would be:**Education:**

Graduation from high school supplemented by course work in business or public administration, code enforcement, fire prevention, fire science, or related area. Desirable qualifications would include certifications from the Cal-Fire Office of the State Fire Marshal in Fire Inspector 1A, 1B, and 1C.

Experience:

Four years of progressively responsible journey level fire code compliance and plan checking experience.

Knowledge of: principles and practices of fire code enforcement; construction practices and materials; applicable federal, state and local fire codes, laws and regulations; residential, business, health, safety and welfare investigation techniques; modern office practice methods and equipment, including computers and designated software; safe work practices and procedures.

Ability to: effectively oversee, schedule and perform assigned fire code compliance work; organize and implement a comprehensive fire code enforcement program; interpret, apply and explain codes, ordinances, laws and regulations; read and interpret blueprints, maps, drawings, fire flow calculations and diagrams; conduct inspections and investigations and perform related administrative and field functions, including identification, collection, preparation and presentation of evidence; ascertain facts, apply appropriate codes, ordinances, laws and regulations; respond to, investigate, document and resolve inquiries, complaints and requests for service in a fair, tactful and firm manner; perform mathematical calculations with speed and accuracy; maintain and utilize designated specialized computer software and operating systems; establish, organize and maintain accurate records and recordkeeping systems; interpret and analyze information, draw valid conclusions and project consequences; maintain level of knowledge and certification required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain positive and effective working relationships with employees, other agencies and the public; and oversee the work of and provide lead direction and training to assigned staff.

Special Requirements:

Willingness and/or ability to work varying shifts, including nights, holidays and weekends; work on an on-call basis; work irregular duty assignments; may wear a uniform; successfully pass a background investigation; work alone; attend educational sessions as required; travel out of town for one day or more.

Other Requirements:

Possession of a valid California Driver's License and satisfactory driving record at time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

AND

Possession of valid California Peace Officers Standards and Training (POST) certification, Penal Code Section 832, Laws of Arrest without Firearms, or the equivalent.

AND

Possession of valid International Code Council Fire Inspector certification, or the equivalent.

AND

Possession of or the ability to obtain within one year of appointment, International Code Council Fire Plans Examiner Certification; or equivalent certification as recognized by the City.

SELECTION PROCESS:

The examination process may include an application and supplemental questionnaire evaluation, a written exam, a performance exam, and/or an oral interview. The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. ***We anticipate the examination process will be held the week of October 15, 2018.*** Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required the U.S. Citizenship and Immigration Services.

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of active service. NO OTHER DOCUMENTATION WILL BE ACCEPTED.

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://alamedaca.gov/human-resources>

Position #2018-3247-01
SENIOR FIRE CODE COMPLIANCE OFFICER
CL

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

HR@alamedaca.gov

Senior Fire Code Compliance Officer Supplemental Questionnaire

- * 1. By selecting YES below, you certify your understanding that the supplemental questionnaire which follows is intended for you to identify your qualifications and experience in specific job related areas. It is critical that you fill out the supplemental questionnaire completely and accurately. Do not indicate "See Resume". Any experience or education listed in your responses must also be included in the Education and Work Experience sections of the job application. Your responses to the following questions will be evaluated and used to determine whether your application is given further consideration. A resume and/or any attachments will not be considered in determining your qualifications.
- Yes No
- * 2. Do you possess at least a high school diploma or equivalent?
- Yes
 No
- * 3. This position requires four (4) years of progressively responsible journey level fire code and plan check compliance experience. Do you meet this requirement?
- Yes
 No
- * 4. The following certifications or their equivalent are required: California Peace Officers Standards and Training (POST) certification, Penal Code Section 832, Laws of Arrest without Firearms, AND International Code Council Fire Inspector. Do you have these certifications?
- Yes No
- * 5. The following certifications from the Office of the State Fire Marshal are desirable: Fire Inspector 1A, 1B, and 1C. Do you have these certifications?
- Yes No
- * 6. This position requires graduation from high school supplemented by course work in business or public administration, code enforcement, fire prevention, fire science, or related area. In the space provided below, describe the specialized training and education that has prepared you for this position.

- * 7. Please describe your experience inspecting and investigating reported violations of various fire codes, laws, rules, and regulations; gathering and evaluating information, and determining the most appropriate course of action.

- * 8. Describe your experience providing information to the public regarding fire codes, laws, ordinances and regulations at public education workshops, meetings, seminars, classes, etc., and making appearances before appeal boards, courts, etc.

- * 9. By selecting Yes below, I certify that the information contained in this Supplemental Questionnaire is true, complete, and provides an accurate assessment of my knowledge, skills and abilities as they relate to this position with the City of Alameda. I understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal, and that appropriate tests may be given to verify the accuracy of the information given.
 Yes No

* Required Question