

**Novato Fire District**

*Invites Applicants for the Position of*

**Fire Inspector**





We invite and encourage qualified candidates to apply for a chance to be part of the Novato Fire family. Novato Fire District encompasses 72 square miles in northern Marin County, California and serves approximately 66,000 persons in residential, commercial, and rural areas. Novato Fire is committed to the growth and inclusion of all members, offering room for advancement through the ranks, and the opportunity to participate on county wide teams such as Marin County Urban Search and Rescue, Marin County Fire Investigation Team, and the Marin County Hazardous Materials Response Team.

Novato Fire Protection District is a five station agency with 64 sworn line personnel covering three shifts. The District has a six person sworn Risk Reduction, Prevention and Mitigation division. Each shift has one Battalion Chief, five Captains and five engine companies including a cross staffed truck and Type 3 engines. Novato averages over 6,000 calls for service a year as an all hazard fire agency.

#### **Qualified Candidates:**

- Possess a high school diploma or GED certificate
- Possess and maintain a current CPR card
- Possess and maintain a valid State of California Class C license
- Two (2) years full-time paid experience in the fire service
- Successful completion of CFSTES Fire Prevention 1A and 1B, or completion of Fire Inspector 1A, 1B, 1C, 1D or the equivalent combination of training and experience prior to employment
- Successful completion of CFSTES Fire Investigation 1A or Fire Investigator; and Plans Examiner
- Bilingual, highly desirable

#### **Essential functions of the position include, but are not limited to:**

- Inspect residential, commercial, and industrial buildings in a thorough manner and accurately detect fire hazards and deviations from Federal, State, and local codes and standards. Record accurately the findings of the inspection; corrections needed; and issue orders to comply to achieve compliance with the codes. Conduct annual license inspections of hospitals, residential and commercial care facilities, day care homes, pre-schools, and mental care institutions, assuring compliance of these buildings with their intended use and with Title 19 of the California Code of Regulations
- Assure corrections are made to violations of the Federal, State, and local codes and standards in a timely manner, and minimum fire safety practices are put into effect. Issues code violations, confers with and recommends action to the Fire Marshal if corrections are not made, and prepares case records for presentation when prosecution becomes necessary



- Prepare and keep accurate logs, reports, and records regarding fire inspections, violation notices, fire investigations, and other related data which are legible, complete, up-to-date, and descriptive of problems encountered and how resolved
- Establish a meaningful and effective rapport with the community by providing useful and helpful information to building owners and others regarding Federal, State, and local codes and standards, to ensure that questions and concerns are effectively resolved as soon as possible
- Check and analyze building construction plans as related to fire protection and safety requirements in a timely manner to assure compliance with applicable Federal, State, and local codes and policies, and identifies needed corrections. Assure that deficiencies identified in plans are promptly followed up and corrected. Maintains accurate commentary of errors, omissions, and violations in plans which are up-to-date, legible, complete, and descriptive of problems encountered and how resolved
- Thoroughly investigate fires determining the point of origin, the cause of the fire, why the fire spread, whether the cause of the fire was accidental or whether the source of the fire was arson. Assures the scene of the fire is preserved, preventing the obliteration or deterioration of tangible clues. Thoroughly searches the scene of the fire and systematically collects evidence including information from witnesses and gathering the building and its contents. Records observations of the fire scene in a comprehensive and accurate fashion, assuring such records are relevant and material. Develops accurate investigative leads for arson caused fires leading to the identity of the perpetrator as well as the motive and opportunity of the perpetrator through the effective use of criminal laboratories, use of informants, interviews of victims and witnesses, and the gathering of physical evidence
- Prepare credible and relevant material, arson evidence for courtroom presentations; testify in court on the findings of arson investigations; make a credible presentation in court regarding the evidence and elements of the offense
- Provide training of fire suppression members of the District on a regular and frequent basis to enable maintenance of their skill levels in fire inspection. Instructs staff on the right methods to conduct fire inspections using training techniques which effectively convey the skills to be learned as well as maintain the interest of fire suppression staff

#### Compensation and Benefits:

- Starting Salary (Fire Inspector 1): \$9,682.10/month
- 40 hour/week schedule
- After one year of continuous service, day members are entitled to 102 hours of vacation
- Day members accrue 8.5 hours of sick leave per month
- Members may enroll in District sponsored medical, dental, vision, and voluntary life insurance coverage
- The District will pay 80% of the applicable Kaiser medical premium towards the medical plan of the members choosing for member and eligible dependents
- The District pays 100% of dental and vision premiums for the member and eligible dependents
- The District provides \$60,000 of life and AD&D coverage for each member
- The District offers additional voluntary life insurance coverage for member, member's spouse, and member's children. The member is responsible for 100% of voluntary life insurance premium





- District sponsored employee assistance program (EAP)
- 457b deferred compensation retirement plan with District matching up to \$100/month (optional employee enrollment)
- Retirement Health Savings account with District matching based on age at date of hire
- Safety new hires will join the Marin County Employees Retirement Association (MCERA) as a PEPRA employee at 2.7% at 57
- 12 month probationary period
- Behavioral Health programs and training, including but not limited health and wellness screenings, annual physicals, and agency and county peer support teams
- Fire Inspectors are represented by the Novato Professional Firefighters Association (NPFA)

*Novato Fire District is an Equal Opportunity Employer, and welcome and encourage qualified applicants of all ages, races, genders, and veteran status to apply*



## HOW TO APPLY

Interested applicants must submit the following items:

- Novato Fire District application
- A detailed résumé
- Copy of high school diploma, GED certificate or transcript
- Copy of current CPR card
- Copies of certificates relevant to the position of Fire Inspector
- DD 214 Long Form **(Required for all former military personnel)**

*NOTE: Applicants who receive a conditional offer of employment are subject to a background check including, but not limited to, DMV driving record review, polygraph, Live Scan, psychological screening, medical evaluation, and drug screen.*

If you are interested in this exciting opportunity, visit our website at <http://www.novatofire.org/about-us/employment> for more information, and to download an application packet. Completed applications with required documents will be accepted in person, via mail, or email only. Assessment Center will take place on a date to be announced after October 16, 2019.

## APPLICATION PERIOD:

Friday, August 16, 2019 at 8:00am through Friday, September 20, 2019 at 3:00pm (PDT)

Applications should be directed to the attention of:

Gretchen Felciano  
 Human Resources Manager  
 Novato Fire Protection District  
 95 Rowland Way  
 Novato, CA 94945  
 or [gfelciano@novatofire.org](mailto:gfelciano@novatofire.org)

**\*\*Incomplete or late applications will not be considered\*\***

Please contact Gretchen Felciano with any questions at 415-878-2621