



# APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive, Apple Valley, CA 92307

T. (760)247-7618 F. (760) 247-3895

Website: [www.AVFPD.org](http://www.AVFPD.org)

**POST THROUGH  
MARCH 20, 2019**

## POSITION ANNOUNCEMENT FIRE INSPECTOR I

SALARY \$3,925 TO \$5,330 PER MONTH (DOQ)

### THE POSITION

Apple Valley Fire Protection District is currently recruiting qualified applicants for the position of Fire Inspector I. Under general direction and supervision of the Fire Marshal, the Fire Inspector I performs a variety of public safety inspections of various types of buildings and properties with primary focus on the District's weed abatement program. The Fire Inspector I reviews new construction building plans and fire protection system plans for compliance with fire and life safety standards; conducts field inspections of buildings and new construction and will also be responsible for enforcing various fire codes and local ordinances. Additional duties include fire origin and cause investigations, public education presentations, and other related duties as required.

A general Job Description for this position may be viewed on the District website: [www.avfpd.org](http://www.avfpd.org).

### WORK SCHEDULE

The work schedule is 0800 to 1700 hours Monday through Friday. The successful candidate may opt to work a 9/80 schedule which would alter the work hours to 0800-1800 hours Monday through Thursday and 0800-1700 on alternating Fridays.

### MINIMUM QUALIFICATIONS

- High school diploma or GED.
- One year of fire service, code enforcement or closely related experience, or a combination of fire service related study at college level and work experience which substantially equals one year of experience in the field of fire protection.
- California OSFM certification in Fire Inspector 1A, 1B and 1C.
- Valid California Class C Driver's License.
- Residence within the boundaries of the Apple Valley Fire Protection District. *This requirement may be modified by the Fire Chief or as deemed in the best interest of the District.*

### PRINCIPLE DUTIES & RESPONSIBILITIES

- Participates in public education programs, advises public on general and specific fire and life safety matters, advises and assists in the formation of evacuation and emergency action plans for large public and private buildings. Makes and maintains records and reports related to all activities.
- May be required to climb ladders, scaffolding, enter trenches, or crawl in areas of confined spaces while performing fire investigation duties or field inspections.
- Coordinates related activities with other local agencies.
- Maintains records and reports related to Community Risk Reduction Division programs, specifically the Weed Abatement program.
- Reviews building construction and fire protection systems plans, confers with other concerned local agency departments to determine compliance with fire and life safety requirements; makes necessary contacts with developers, property owners, architects, engineers, and contractors; and follows through with related field inspections and tests.

- Performs origin and cause fire investigations in hazardous environments that may include heat, smoke, and water; and require walking through debris or hiking hills.
- Conducts interviews of children involved in fire play and coordinates appropriate discipline with school officials and parents.
- Participates in a variety of public education programs.
- Conducts fire safety inspections of commercial, industrial, residential and other business properties and is the primary inspector and program manager of the Weed Abatement Program.
- May issue notices and citations to gain compliance with fire codes or ordinances.
- Participates in District training drills as assigned.
- May assist with preparation of special projects.
- Performs other related duties as assigned.

## **BENEFITS**

Excellent benefits package includes:

- Select from a cafeteria plan of medical, dental and vision insurance;
- CalPERS Retirement;
- Life Insurance; and
- Vacation, Sick and Comp Leave.
- Additional information regarding benefits is available upon request.

**APPLICATION PROCEDURE & DEADLINE:** Completed Fire District applications and resumes (of no longer than three pages) from interested individuals will be accepted at Fire District Headquarters until **5:00 PM on WEDNESDAY, MARCH 20, 2019**. Faxed and e-mailed submissions are permitted. Postmarks will not be accepted. Applications may be obtained from the District's web page at [AVFPD.org](http://AVFPD.org) or you may also obtain an application at Fire District Headquarters.

**RETURN APPLICATION PACKET TO:** Apple Valley Fire Protection District. Attn: Fire Inspector I Facilitator, 22400 Headquarters Drive, Apple Valley, CA 92307. Electronic Submission: [info@applevalleyfd.com](mailto:info@applevalleyfd.com).

**SELECTION PROCEDURE:** Candidates chosen from the application and resume review process will be invited to participate in the selection process, which may include one or more of the following: minimum requirement verification, supplemental questionnaire, assessment center, oral board review, oral interview. The Fire Chief will make the final appointment.

**PRIOR TO APPOINTMENT:** The candidate will successfully complete and pass medical exam, drug screening, psychological screening and background investigation.

**DRUG FREE WORKPLACE:** The Apple Valley Fire Protection District is recognized as a drug free workplace. Prior to appointment, the selected candidate must pass a drug screening test.

**IMMIGRATION LAW:** Prior to appointment, candidates will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States.

## **INFORMATION ABOUT THE DISTRICT:**

The Apple Valley Fire Protection District covers 206 square miles in the High Desert area of San Bernardino County. The current population of the District is approximately 90,000. The District currently employs 55 full-time and 5 part-time personnel. The personnel complement includes career, reserve and part-time positions. The District operates seven fire stations, five of which are staffed 24-hours. The approved budget for FY 18/19 is 12.4 million.

In 2018, the District responded to over 12,000 incidents, including fires and medical emergencies. Additionally, the Community Risk Reduction Division conducted over 1,180 commercial inspections and investigated the cause and origin of over 150 fires, as well as providing public education for District residents.