



## **NORTH LAKE TAHOE FIRE PROTECTION DISTRICT FIRE PREVENTION INSPECTOR II/ FIRE INVESTIGATOR**

**FILING DEADLINE 5:00 p.m. April 16, 2021**

**Starting Salary Range: \$75,000 to \$85,000 annually**

### **DESCRIPTION:**

Under the direct supervision of the Fire Marshal, performs a variety of technical inspections of public, commercial, industrial, residential, and other buildings and properties to ensure compliance with North Lake Tahoe Fire Protection District's fire prevention codes and regulations. Investigates fire safety violations; conducts fire investigations and prepares investigation reports; reviews construction plans for adopted codes/standards compliance; and participates in the development and delivery of fire safety educational programs.

### **EXAMPLES OF DUTIES ARE, BUT NOT LIMITED TO:**

- Conduct inspections of private properties and public buildings for compliance with pertinent life safety standards as mandated by Federal, State, and local codes and efficiency of fire protective equipment and adequacy of fire exits.
- Investigate complaints of alleged fire hazards and recommend corrective action as necessary to resolve complaints; answer questions and provide information to the public.
- Advise property owners on the removal of fire hazards and enforce compliance to correct hazards.
- Help coordinate, plan, and implement defensible space inspections.
- Witness functional tests of automatic fire extinguishing systems and alarm systems.
- Review construction plans and documents to ensure compliance with fire prevention laws and codes.
- Assist with or conduct fire investigations.
- Prepare incident and investigation reports.
- Perform related duties and responsibilities as required and assigned by the Fire Marshal.
- Supervise subordinate employees.

### **MINIMUM QUALIFICATIONS:**

Associate's degree in fire science, fire protection engineering/technology, fire administration, or a related field and five (5) or more years of progressively responsible related experience in fire prevention, code enforcement and/or fire investigation.

Two (2) years supervisory experience in fire prevention or a related field.

Any equivalent combination of education, experience, and training that provides the above-mentioned required knowledge, skills, and abilities.

Ability to meet special conditions described below.

### **LICENSES/CERTIFICATIONS:**

- Possession of a current, valid Nevada Driver's license, or the ability to obtain within six months of hire date, is required and must be maintained as a condition of employment.
- International Code Council Fire Inspector I and II or equivalent.
- International Code Council Fire Plans Examiner or equivalent.
- Ability to meet Defensible Space Inspector requirements as defined by the Tahoe Regional Planning Agency Code of Ordinances within one year of hire date.
- International Association of Arson Investigators Fire Investigator Technician (IAAI FIT) certification or equivalent (minimum).
- NWCG FI-210 certification.
- Possession of a certificate in CPR is highly desirable.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge:

- Fire hazards, related prevention, and abatement methods.
- Fire prevention inspection methods and techniques.
- Codes, laws, policies, and procedures relating to fire prevention.
- Conduct complex fire inspection and code enforcement work.
- Observe and record findings during inspections.
- General building construction and commonly used materials.
- Basic fire suppression methods, procedures, and equipment.
- General knowledge of computer software and records management systems (e.g., Microsoft programs, Accela, Compliance Engine, Emergency Reporting, Fire RMS)
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Speak publicly and give presentation to the public and other targeted audiences.
- Deal effectively with property owners, managers, and the public in difficult work situations.
- Communicate clearly and concisely, both orally and in writing.
- Public relations as they relate to obtaining cooperation and compliance to fire codes and laws.
- Establish and maintain cooperative working relationships with those contacted in the course of duties.
- Ability to work in an environment with multiple priorities and frequent interruptions. Must be able to work independently with little supervision.
- Basic supervisory principles and practices.

**PHYSICAL DEMANDS:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 40 pounds. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee may be required to work in outside weather conditions, in wet and/or severe winter conditions, in high, precarious places, or near fumes, airborne particles, and/or toxic or caustic chemicals.

**ADDITIONAL REQUIREMENTS:**

- Complete and submit the attached five (5) supplemental training and experience questions.
- A physical fitness examination is required every year pursuant to District Policy. A fitness for duty exam may be required when deemed appropriate by the Fire Chief.

**CONDITIONS OF EMPLOYMENT:**

- All new employees will serve a minimum probationary period of not less than twelve (12) months. During the probationary period, employees may be laid off or discharged for any reason.
- Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
- Employees may be required to stay after hours or to return to duty during emergencies. This may require working a non-traditional work schedule. Employees must be willing to work overtime, weekends and holidays.

**SPECIAL CONDITIONS:**

**IF OFFERED EMPLOYMENT, APPLICANT WILL BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND A PRE- EMPLOYMENT PHYSICAL. FAILURE TO PASS WILL RESULT IN REMOVAL FROM THE POSITION.**

Please submit **Resume and Application**. You can download an application at [nltpfd.org](http://nltpfd.org) and mail to:

SHARON L. CARY,  
BUSINESS MANAGER  
NORTH LAKE TAHOE FIRE PROTECTION  
DISTRICT 866 ORIOLE WAY  
INCLINE VILLAGE, NV 89451

**OR** e-mail to [scary@nltpfd.net](mailto:scary@nltpfd.net) **OR** FAX to (775) 831-2072

## Supplemental Training and Experience Questions

1. The following five (5) questions are supplemental training and experience questions. The questions must be completed and submitted with the application by the deadline date. Your answers to these questions will be evaluated and scored. \*Your resume and application will not be available to the rater and will not be considered for the scoring process. It is therefore to your benefit to answer each question as thoroughly and directly as possible. \*\*Do not skip any portion of a question or you will receive no points for that portion. I understand the above. Yes  No
2. Code issues often span across agencies and often more than one agency is needed to resolve complex issue(s). Either provide an example of a time you had to work with another agency, outside of fire code enforcement, or provide an example where you think such a cross disciplinary approach would be needed.
3. Describe the fire investigations you have participated on. Please list: A.) The type of investigations, B.) Your role and responsibility, C.) The length of the investigation(s), D.) The size of the agency you worked for.
4. Describe the most complex work you have done within your fire career. Please list: A.) The work and detail the complexity, B.) Your role and responsibility, C.) The length of time spent for completion, D.) The size of the agency you worked for.
5. Describe your experience forging partnerships with the business community and/or neighboring jurisdictions to enhance fire inspection, code enforcement services, or public education within the community. Please list: A.) The challenges and solutions, B.) The goals/purpose, C.) The objectives of the partnerships.