

CITY OF BISHOP
Fire Prevention Officer I/II

The City of Bishop is accepting applications for the position of Fire Prevention Officer I/II. The Fire Prevention Officer I/II is a part of the Bishop Employee Association. The Fire Prevention Officer performs life safety inspections and manages the fire prevention program. This position coordinates and performs building construction and fire protection system plan reviews; interprets international codes and standards; and verifies the completeness and accuracy of submittals and approves completed documents. Work also includes providing public education and emergency preparedness messaging within the community; coordinates and cooperates with landowners and other agencies for wildland prevention and mitigation projects; and advises property owners, architects, contractors, builders, and engineers on matters related to adopted codes and city ordinances for compliance. The salary ranges between \$4,065 to \$6,169 per month plus incentives. The City of Bishop offers a generous benefit package that includes health, dental, vision, vacation and retirement benefits. Applications, job description and complete directions for applying are available at www.cityofbishop.com/departments/administration/jobs. or at City Hall, 377 West Line Street. **Candidates must turn in a job application and register and test through National Testing Network by the closing date.** Applications must be received in person or by mail by Monday September 27th, 2021 at 4:00 p.m. at Bishop City Hall, 377 West Line Street, Bishop CA 93514. For more information, please contact Jana Currie at 760-873-5863 ext. 22. EOE.



Employment Opportunity

Fire Prevention Officer I/II



The Bishop Fire Department is recruiting for the position of Fire Prevention Officer I or Fire Prevention Officer II. The department is expanding its fire prevention and life safety programs to meet increased call volume, state mandates, and community need. This is a great opportunity to get in on the ground floor and help build an effective and progressive prevention program. Fire prevention experience is desired, however not required. Minimum certificates can be obtained on-line and include:

- American Heart Association/ Red Cross CPR/AED Card
- ICS-100, Introduction to Incident Command System
- ICS-200, ICS for Single Resources and Initial Action Incidents
- IS-700, National Incident Management System (NIMS)
- IS-800, National Response Framework

An application and job description are available on the City of Bishop website

www.cityofbishop.com on the Jobs page

<https://www.cityofbishop.com/departments/administration/jobs.php> or at City Hall, 377 West Line Street. Candidates must turn in a job application and register **and** test through National Testing Network by the closing date. Applications must be received in person or by mail at Bishop City Hall, 377 West Line Street, Bishop CA 93514.

OPENING DATE: August 30th, 2021, 12:00 AM Pacific Time

CLOSING DATE: September 27th, 2021, 4:00 PM Pacific Time

The selection process is as follows:

- Application and minimum certificate submittal
- FireTEAM test through the Nation Testing Network (NTN)
- Panel oral interview
- Chief interview
- Conditional job offer
- Background check and medical exam

To register with NTN and schedule a test, go to www.nationaltestingnetwork.com, select 'Find Jobs', then select Firefighter Jobs and sign up for the Bishop Fire Department.

When you visit the www.nationaltestingnetwork.com website:

- Complete the NTN registration process and schedule your test.

- Review all information related to the Bishop Fire Department (Fire Prevention Officer), including minimum requirements, salary, and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

Upon completion of your scheduled exam, scores are automatically forwarded to Bishop Fire Department. Candidates who attain a passing score on the entry level exam will be placed on BFD's eligibility list. Bishop Fire Department will contact candidates on the list and will invite them to participate in the panel interview.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Bishop Fire Departments' responsibility and decision making in the testing process. All candidate results are provided to Bishop Fire Department where the final decisions are made.

The Fire Prevention Inspector I/II salary ranges between \$4,065 to \$6,169 per month plus incentives and attractive benefits. In general, the Fire Prevention Officer performs life safety inspections and manages the fire prevention program. This position coordinates and performs building construction and fire protection system plan reviews; interprets international codes and standards; and verifies the completeness and accuracy of submittals and approves completed documents. Work also includes providing public education and emergency preparedness messaging within the community; coordinates and cooperates with landowners and other agencies for wildland prevention and mitigation projects; and advises property owners, architects, contractors, builders, and engineers on matters related to adopted codes and city ordinances for compliance. Performs duties in a manner that exemplifies the values of the city, fire district, and department. The Bishop Fire Department is an Equal Opportunity Employer.



CITY OF BISHOP FIRE DEPARTMENT



Fire Prevention Officer I

DEFINITION

Under general direction of the Fire Chief the Fire Prevention Officer I performs life safety inspections and manages the fire prevention program. This position coordinates and performs building construction and fire protection system plan reviews; interprets international codes and standards; and verifies the completeness and accuracy of submittals and approves completed documents. Work also includes providing public education and emergency preparedness messaging within the community; coordinates and cooperates with landowners and other agencies for wildland prevention and mitigation projects; and advises property owners, architects, contractors, builders, and engineers on matters related to adopted codes and city ordinances for compliance. Performs duties in a manner that exemplifies the values of the City, Fire District and Department.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Fire Chief.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Conducts fire and life safety inspections of existing buildings or new construction for fire code compliance and provides interpretations of fire codes.
- Provides technical information regarding the findings of the inspections and reviews to developers, architects, contractors, and business owners.
- Provides technical information in the prevention of fires through fire inspections, public education, and emergency preparedness within the business community.
- Collaborates and cooperates with landowners, land management agencies, fire safe councils, and state agencies for wildland urban interface mitigation and projects.
- Identifies corrective actions necessary to bring properties into compliance with applicable fire codes, laws, regulations, and standards, and explains these measures to property owners or their representatives.
- Reviews and evaluates plans, specifications and blueprints for new construction and alteration of existing buildings to determine compliance with applicable fire/life safety codes and ordinances.
- Develops, presents, and measures effectiveness of various fire prevention and public education programs.
- Directs Wildland interface mitigation efforts.
- Establishes and maintains effective relationships with local community groups, school organizations, healthcare, other care giving organizations, business associations, local government officials, agencies, and individuals to foster support for fire and life safety programs with the department.

- Provides accurate and timely reporting and tracking criteria and maintains appropriate records to demonstrate the effectiveness of fire and life safety plan review and inspection activities.
- Researches and analyzes local and national fire and life safety data to assess trends related to human behavior, fire loss, and community safety.
- Recommends strategies and programs to address current fire and life safety issues.
- Review's developments in the life safety field and remains current with new information, technologies and resources.
- Provides monthly and annual reports on the fire and life safety inspection programs.
- Assists with fire investigations to determine origin and cause which includes any follow up investigations.
- Examines and verifies plans, documents, and specifications for new and existing construction follow adopted codes and ordinances.
- Provides interpretation of adopted codes and ordinances.
- Conducts field inspections to ensure projects comply with approved plans, documents, and specifications.
- Ensures appropriate fees related to the fire code, such as sprinkler systems and fire alarms systems are applied to each project.
- Approves or disapproves applications for related permits.
- Communicates with relevant departments and customers prior to issuance or denial of permits.
- Research codes and amendments for adoption.
- Verifies and signs off on approved field tests related to underground connections, piping, hydrants, sprinklers, and fire alarms.
- Attends commercial pre-construction meetings.
- Responds to staff and customer email and phone inquiries in a timely manner.
- Responds to public inquiries and complaints.
- Represents the department on regional committees.
- May serve as an "after incident" contact for fires and other emergencies to provide code enforcement follow-up for prompt response to lessons learned.
- Performs other duties as assigned or required.

QUALIFICATIONS

- High school diploma/G.E.D. certificate required.
- Two year minimum experience in fire prevention preferred.

Licenses or Certificates:

- American Heart Association/ Red Cross CPR/AED Card
- ICS-100, Introduction to Incident Command System or equivalent
- ICS-200, ICS for Single Resources and Initial Action Incidents or equivalent

- IS-700, National Incident Management System (NIMS). An Introduction
- IS-800, National Response Framework, An Introduction

May be required to possess or have the ability to obtain some or all of the following within one year:

- Fire Plans Examiner
- Fire Inspector I
- Community Risk Educator

Must satisfactorily complete an medical physical and criminal background check prior to commencing employment.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Knowledge, Skills and Abilities:

- Ability to communicate clearly and effectively orally and in writing.
- Ability to demonstrate strong interpersonal and customer service skills.
- Working knowledge of applicable fire and building codes.
- Ability to utilize a variety of tools and equipment such as an architect and engineering scale.
- Ability to calculate fees and square footage measurements.
- Ability to read plans and understand architectural and engineer drawings.
- Ability to work long hours or modified schedule.
- Ability to physically perform field inspections of all types in all weather and field conditions.
- Ability to perform as an effective team member.
- Ability to independently assess fire code violations in a variety of occupancy types.
- Ability to work independently and cooperatively as a team member.
- Ability to independently determine appropriate corrective action to bring properties in to compliance.
- Ability to ensure corrective action is clearly communicated to property owner or their representative.
- Knowledge of community resources services and organizations.
- Working knowledge of Microsoft Office suite of products.
- Ability to create and maintain accurate and complete records.
- Ability to provide excellent customer service.
- Ability to convey information to a variety of individuals.

- General knowledge of organizational structure of fire operations.
- General knowledge of human behavior during fire.
- General knowledge of fire behavior.
- Knowledge in risk reduction.
- Ability to independently recognize and identify and mitigate potential hazards.
- Ability to work long hours or work a modified work schedule.
- Working knowledge of current and past codes and standards.
- Ability to physically perform inspections and fire investigations which may require the use of protective clothing and self-contained breathing apparatus.

Tools and Equipment Used:

- Personal computer including word processing, spreadsheet and data base.
- Motor Vehicle, Phone; radio; fax; copy machine.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands 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.

- The employee must be physically able to sit for long periods of time at a desk writing, talking on the phone, checking emails or inputting data on a computer in a climate-controlled office under artificial lighting, and attending both on and off-site meetings. Some outdoor work is required including but not limited to the inspection of various land use developments, construction sites, or department facilities. Moderate travel within the local area is required and occasional trips within the State may be required.
- The employee must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses and apply sound judgment in problem solving.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; push and pull; talk or hear; and smell.
- The employee must occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a typical office setting with fairly constant temperatures. The employee occasionally works in outside weather conditions. The employee occasionally works on or near moving mechanical parts and in high and/or precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to moderate.

A moderate amount of travel within the local area is required. There is occasional travel to other areas inside the State to attend various conferences or training.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference checks; job related tests as well as a polygraph examination may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by City Council on: August 23, 2021



CITY OF BISHOP FIRE DEPARTMENT



Fire Prevention Officer II

DEFINITION

Under general direction of the Fire Chief the Fire Prevention Officer II performs life safety inspections and manages the fire prevention program. This position coordinates and performs building construction and fire protection system plan reviews; interprets international codes and standards; and verifies the completeness and accuracy of submittals and approves completed documents. Work also includes providing public education and emergency preparedness messaging within the community; coordinates and cooperates with landowners and other agencies for wildland prevention and mitigation projects; and advises property owners, architects, contractors, builders, and engineers on matters related to adopted codes and city ordinances for compliance. Performs duties in a manner that exemplifies the values of the City, Fire District and Department.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Fire Chief.
- Effectively supervises assigned staff, contractors, and cooperators.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Conducts fire and life safety inspections of existing buildings or new construction for fire code compliance and provides interpretations of fire codes.
- Provides technical information regarding the findings of the inspections and reviews to developers, architects, contractors, and business owners.
- Provides technical information in the prevention of fires through fire inspections, public education, and emergency preparedness within the business community.
- Collaborates and cooperates with landowners, land management agencies, fire safe councils, and state agencies for wildland urban interface mitigation and projects.
- Identifies corrective actions necessary to bring properties into compliance with applicable fire codes, laws, regulations, and standards, and explains these measures to property owners or their representatives.
- Reviews and evaluates plans, specifications and blueprints for new construction and alteration of existing buildings to determine compliance with applicable fire/life safety codes and ordinances.
- Develops, presents, and measures effectiveness of various fire prevention and public education programs.
- Directs Wildland interface mitigation efforts.
- Establishes and maintains effective relationships with local community groups, school organizations, healthcare, other care giving organizations, business associations, local government officials, agencies, and individuals to foster support for fire and life safety programs with the department.

- Provides accurate and timely reporting and tracking criteria and maintains appropriate records to demonstrate the effectiveness of fire and life safety plan review and inspection activities.
- Researches and analyzes local and national fire and life safety data to assess trends related to human behavior, fire loss, and community safety.
- Recommends strategies and programs to address current fire and life safety issues.
- Review's developments in the life safety field and remains current with new information, technologies and resources.
- Provides monthly and annual reports on the fire and life safety inspection programs.
- Performs fire investigations to determine origin and cause which includes any follow up investigations.
- Examines and verifies plans, documents, and specifications for new and existing construction follow adopted codes and ordinances.
- Provides interpretation of adopted codes and ordinances.
- Conducts field inspections to ensure projects comply with approved plans, documents, and specifications.
- Ensures appropriate fees related to the fire code, such as sprinkler systems and fire alarms systems are applied to each project.
- Approves or disapproves applications for related permits.
- Communicates with relevant departments and customers prior to issuance or denial of permits.
- Research codes and amendments for adoption.
- Verifies and signs off on approved field tests related to underground connections, piping, hydrants, sprinklers, and fire alarms.
- Attends commercial pre-construction meetings.
- Responds to staff and customer email and phone inquiries in a timely manner.
- Responds to public inquiries and complaints.
- Represents the department on regional committees.
- May serve as an "after incident" contact for fires and other emergencies to provide code enforcement follow-up for prompt response to lessons learned.
- Performs other duties as assigned or required.

QUALIFICATIONS

- High school diploma/G.E.D. certificate required.
- Two year minimum experience in fire prevention preferred.

Licenses or Certificates:

- American Heart Association/ Red Cross CPR/AED Card
- ICS-100, Introduction to Incident Command System or equivalent
- ICS-200, ICS for Single Resources and Initial Action Incidents or equivalent

- IS-700, National Incident Management System (NIMS). An Introduction
- IS-800, National Response Framework, An Introduction
- Fire Plans Examiner
- Fire Inspector I
- Community Risk Educator

May be required to possess or have the ability to obtain some or all of the following within one year:

- Fire Inspector II
- P-101, Fire Prevention Education 1
- P-301, Fire Prevention Education 2
- Fire Investigator I

Must satisfactorily complete a medical physical and criminal background check prior to commencing employment.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Knowledge, Skills and Abilities:

- Ability to communicate clearly and effectively orally and in writing.
- Ability to demonstrate strong interpersonal and customer service skills.
- Working knowledge of applicable fire and building codes.
- Ability to utilize a variety of tools and equipment such as an architect and engineering scale.
- Ability to calculate fees and square footage measurements.
- Ability to read plans and understand architectural and engineer drawings.
- Ability to work long hours or modified schedule.
- Ability to physically perform field inspections of all types in all weather and field conditions.
- Ability to perform as an effective team member.
- Ability to independently assess fire code violations in a variety of occupancy types.
- Ability to work independently and cooperatively as a team member.
- Ability to independently determine appropriate corrective action to bring properties in to compliance.
- Ability to ensure corrective action is clearly communicated to property owner or their representative.

- Knowledge of community resources services and organizations.
- Working knowledge of Microsoft Office suite of products.
- Ability to create and maintain accurate and complete records.
- Ability to provide excellent customer service.
- Ability to convey information to a variety of individuals.
- General knowledge of organizational structure of fire operations.
- General knowledge of human behavior during fire.
- General knowledge of fire behavior.
- Knowledge in risk reduction.
- Ability to independently recognize and identify and mitigate potential hazards.
- Ability to work long hours or work a modified work schedule.
- Working knowledge of current and past codes and standards.
- Ability to physically perform inspections and fire investigations which may require the use of protective clothing and self-contained breathing apparatus.

Tools and Equipment Used:

- Personal computer including word processing, spreadsheet and data base.
- Motor Vehicle, Phone; radio; fax; copy machine.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands 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.

- The employee must be physically able to sit for long periods of time at a desk writing, talking on the phone, checking emails or inputting data on a computer in a climate-controlled office under artificial lighting, and attending both on and off-site meetings. Some outdoor work is required including but not limited to the inspection of various land use developments, construction sites, or department facilities. Moderate travel within the local area is required and occasional trips within the State may be required.
- The employee must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses and apply sound judgment in problem solving.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; push and pull; talk or hear; and smell.
- The employee must occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a typical office setting with fairly constant temperatures. The employee occasionally works in outside weather conditions. The employee occasionally works on or near moving mechanical parts and in high and/or precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to moderate.

A moderate amount of travel within the local area is required. There is occasional travel to other areas inside the State to attend various conferences or training.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference checks; job related tests as well as a polygraph examination may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by City Council on: August 23, 2021