



PECHANGA FIRE DEPARTMENT

Job Title: Fire Inspector
Department: Fire Department
Reports To: Battalion Chief
Salary: \$23.59 Hour / 30 Hours per week
Final Filing Date: September 7, 2010 5:00p.m.

DUTIES AND RESPONSIBILITIES

The Fire Inspector will review plans and specifications and inspect industrial, commercial, institutional and residential buildings and facilities to ensure compliance with state and local fire and life safety codes. Review Disclosures and Business Emergency Plans submitted for compliance with applicable federal, state and local codes, laws, ordinances and regulations; assist businesses by interpreting the requirements as they pertain to their businesses; review plans submitted for occupancies and uses covered by the Uniform Fire Code, Building Codes, fire protection systems and permit operations. Review development plans and building construction plans for compliance with applicable fire codes, uniform codes, ordinances and regulations. Perform field inspections of industrial, commercial, institutional and residential structures and facilities for compliance with the Uniform Fire Code, Building Codes and permit operations; inspects for proper exits, fire lanes, electrical systems, flammable materials storage, extinguishers, fire detection alarm systems, sprinkler systems, compliance with related safety and fire prevention codes and regulations; recommends alternative solutions to fire prevention code violations; prepares inspection reports and maintains inspection-related records. Responds to and resolves complaints regarding fire hazards, issues compliance notifications, maintains Prevention Bureau records, and performs other duties as assigned.

REQUIREMENTS & SKILLS

- High School diploma or GED Certificate.
- Must possess a valid Class C Driver's License from a state or territory of the United States.
- DMV report must meet acceptable Department standards.
- Three (3) years experience as Fire Inspector.
- Must be able to pass a drug and alcohol screen.
- Must successfully pass a background investigation.
- One year of experience in municipal enforcement inspection or investigation, including public contact.
- Knowledge of basic fire protection and inspection practices and procedures; federal, state and local fire codes; Uniform Building Code requirements as they pertain to fire safety; national fire safety and prevention standards; plan check methods and practices as they pertain to fire safety; public contact techniques; modern office methods and techniques; effective oral and written communications; micro-computer applications to the work.
- Ability to read, understand and examine plans submitted for buildings, improvements, fire protection systems and other related construction activities pertaining to fire protection; perform on-site inspections and prepare and present correction notices related to deficiencies observed; perform mathematical calculations; understand and follow oral and written instructions; exercise independent judgment and initiative without close supervision; prepare clear and comprehensive records and reports; read and interpret laws, regulations, manuals, and other materials; establish and maintain effective working relationships with those encountered in the course of the work; deal constructively with conflict and develop effective resolutions; communicate clearly and concisely, both orally and in writing.

REQUIRED EXAMINATIONS AND INVESTIGATION PROCESS

Application Review: Applications will be reviewed and ranked in comparison to other individuals that are applying for the position. Qualified individuals will be invited to the next step, Fire Chief oral interview.

Oral Examination: Candidates, who successfully pass the Application Review process, will take the Fire Chief's Oral Examination.

Personal History Background Investigation: Personal and employment references may be contacted; background investigations may also include applicant's credit history, driving and any criminal record.

TO APPLY

Applications will be accepted until September 7, 2010 5:00 p.m. Applications may be obtained from the Pechanga Fire Department Station 1, Administrative Office 8:00 am to 12:00 pm & 1:00 pm to 5:00 pm, located at 48240 Pechanga Road, Temecula, CA 92592, Tele:(951)770-6001. Applications are available on our web site at Pechanga-nsn.gov.

Applicants must submit a fully completed official Pechanga Fire Department application form at the above address (**no photo copies will be accepted**). Incomplete applications will be grounds for rejection and cannot be revised after the final application due date. Résumés and copies of certificates will be included with the application. Applicant must include copies of all completed certificates, along with required licenses and diplomas, as indicated above, with the application. Applicants must meet all requirements addressed in this notice by the application due date. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Pechanga Fire Department's eligibility list, or discharge from employment.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseño Mission Indians Members; 2) Pechanga Band of Luiseño Mission Indians Spouses; 3) Other American Indians; and 4) all others. **At-Will Employment:** Employment with the Pechanga Tribal Government is at will and for no definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing.

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