



# PECHANGA INDIAN RESERVATION

*Temecula Band of Luiseño Mission Indians*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

## JOB ANNOUNCEMENT

POSITION TITLE:	<u>Fire Inspector</u>	OPENING DATE:	<u>September 5, 2018</u>
CLASSIFICATION:	<u>Full-time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Fire</u>
RATE OF PAY:	<u>Step Range \$32.55 - \$42.45</u>	SUPERVISOR:	<u>Fire Marshal</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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### SUMMARY:

Performs a wide variety of fire prevention activities, including various inspections, plan reviews, and public outreach efforts. Incumbents will review plans and conduct inspections in commercial, residential, public, and private facilities and properties to determine compliance with applicable fire and life safety codes, ordinances, and regulations. Provides assistance to businesses, consultants, contractors, and other public and private entities with ascertaining codes, ordinances, regulations, and general safety practices, and will make recommendations for correcting code violations, improving safety in homes and businesses, and establishing conditions for events, operations and construction. Prepares inspection reports and maintains a variety of records, reports, and other documents; responds to and resolves complaints regarding fire hazards; issue permits and compliance notices; conducts training for employees, officials, public and others as directed; and perform other duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Researches, interprets, applies and enforces applicable codes, ordinances, standards, regulations, policies and procedures.
- Reviews plans, diagrams, instructions, and related documentation for construction, fire protection systems, operations, equipment, chemicals, and processes.
- Performs inspections of construction projects, fire protection systems, new and existing occupancies, processes, operations, and special events.
- Researches, prepares, and issues fire and life safety notices, operational and construction permits, correction letters, violation notices, and other endorsements as required.
- Processes and maintains a variety of files, documents, and information including confidential records and department approval stamps.
- Collects and analyzes data and statistics, and prepares a variety of reports, charts, correspondence, and documents.
- Investigates code violations, fires, complaints, and incidents involving fire and life safety.
- Develops, implements, and conducts public outreach events, educational programs, presentations, and training related to fire safety and disaster preparedness for a variety of audiences.
- Provides training on basic fire prevention methods, procedures and code updates.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Attends and participates in continuing education classes, seminars, and meetings to maintain and acquire required certifications, and to remain current on applicable codes, standards, regulations, policies, procedures, trends and innovations.
- Provides exceptional customer service to internal and external customers, and
- Operate department vehicles and equipment as assigned.
- Routinely adheres to and maintains a positive attitude towards tribal and department goals.
- Act as the liaison for Pechanga to various other entities related to fire prevention and life-safety engineering; examples include, but are not limited to Fire Safe Councils & Alliances, Tribal Fire Prevention Officers Committee, Riverside County Fire Prevention Officers Association, and Bureau of Indian Affairs.
- Develops, coordinates, and maintains evacuation planning documents for the various tribal occupancies as well as the reservation as a whole and conducts periodic fire drills and fire safety training at tribal facilities.
- Investigates all fire alarms on the reservation and develops strategies to mitigate the occurrence and impact of false alarms.
- Conducts investigations and analysis of fires and related incidents to determine violations of codes, ordinances, policies, standards, or best practices; prepares analytical reports to reveal findings.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or CHSPE certificate **required**
- Must possess a valid California Class C driver's license.
- Valid and appropriate Red Cross or American Heart Association cardiopulmonary resuscitation (CPR) certification at time of application and throughout employment in this position is **required**
- The ability to work shifts as structured by the fire department to meet the needs of the Band is **required**.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must pass a pre-employment medical evaluation, and a background investigation for employment and Class A Gaming License.
- CSFM or equivalent Fire Inspector I certificate. Education and/or experience may be considered in lieu of certificates or training.
- ICS 100-Introduction to ICS.
- ICS 200-Basic ICS.
- Two years of full-time experience as a fire prevention officer, with a municipal fire department.
- CFSM Plan Reviewer, CSFM Fire Safety Officer, and/or ICC Fire Inspector II **preferred**

#### BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** - Healthcare and Dependent care reimbursement accounts

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- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage – Disability, Accident, Cancer, Life, and Hospital Confinement
- Legal Shield and Identity Shield
  
- Pet Insurance
- Education Reimbursement Opportunities – For pre-approved specific, job related education
- Uniform Allowance - \$500, if applicable
- Employee Assistance Program (EAP) – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER  
12705 PECHANGA ROAD TEMECULA, CA 92592

[WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV)

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