



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

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

Tribal Chairman:
Mark Macarro

Council Members:
Raymond Basquez, Jr.
Catalina Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Fire Inspector
STATUS: Non-Exempt
CLASSIFICATION: Full Time
DEPARTMENT: Pechanga Fire Department
REPORTS TO: Fire Marshal
RATE OF PAY: Step Range \$32.55 - \$42.45 per hour

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

SUMMARY:

Under the general supervision of the Fire Marshal, 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 FUNCTIONS, 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.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño 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.

- Provides training on basic fire prevention methods, procedures and code updates.
- 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.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION & 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
- Must have the ability to work shifts as structured by the fire department to meet the needs of the Band.
- 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 Investigator I. 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

KNOWLEDGE, SKILLS AND ABILITIES:

- Modern fire prevention principals, practices, equipment and procedures for plan review,

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- permitting, inspections, report writing, public education, fire investigations, and code enforcement
- Federal, state, and local codes, ordinances, and standards pertaining to building, fire, and life safety including International Building Code, International Fire Code, International Residential Code, International Wildland Urban Interface Code and NFPA standards.
 - Building construction, fire protection systems and hazardous operations.
 - Installation, testing, and maintenance of fire protection equipment such as fire alarms, sprinklers, smoke control, and alternative extinguishing systems.
 - Emergency operations plans and fire/evacuation drill procedures.
 - Fire surveys and educational methods used in fire prevention.
 - Storage and handling requirements for hazardous materials, such as gasoline, chemicals, explosives, paints, gases and other flammables.
 - Safety precautions and procedures pertaining to work.
 - Public speaking, public education, customer service, conflict resolution, and public relations techniques.
 - English grammar, syntax, spelling and punctuation.
 - Modern office practices, procedures and equipment, including personal computers.
 - Conduct fire prevention and safety inspections.
 - Analyze facilities and recommend effective fire and life safety measures.
 - Determine life safety deficiencies and initiate appropriate corrective action.
 - Research and apply laws, ordinances and regulations to situations of potential fire and life hazards.
 - Plan and direct a public fire prevention education program.
 - Write clear, concise and comprehensive reports and news releases.
 - Prepare correspondence and reports and maintain accurate records.
 - Interpret, apply and explain laws, codes, regulations, policies and procedures.
 - Enforce codes, ordinances and regulations firmly, consistently, tactfully and impartially.
 - Read and interpret plans and blueprints, laws, regulations, manuals, and other technical materials.
 - Perform arithmetic calculations and measurements.
 - Exercise sound independent judgment and work with a minimum of supervision.
 - Maintain and wear the prescribed uniform in a neat and orderly manner.
 - Understand and follow written and oral instructions.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective relationships with those contacted in the course of work.
 - Travel from site to site to conduct site inspections or attend meetings.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continuous upward and downward flexion of neck. Frequent walking, standing, sitting, bending and stooping, twisting at waist, side-to-side turning of neck; lifting objects weighing up to 25 lbs. from below waist to waist level; fine finger dexterity and pinch grasp to operate computer keyboards and writing materials. Occasional climbing stairs, ladders, and steep grades, reaching at shoulder level, pushing/pulling; firm grasp, pinch grasp and foot dexterity to operate automobile. Infrequent

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squatting, crawling, working in confined spaces, reaching above shoulder level, kneeling, balancing above ground on ladders, scaffolding, and lifts; lifting objects weighing 11-25 lbs. from below waist to above shoulder and transporting distances up to 100 feet; lifting objects weighing 26-75 lbs. from below waist to waist level; transporting objects weighing 26-50 lbs. distances up to 100 feet; lifting objects weighing 76-100 lbs. from below waist to waist level, with assistance only. Tight grasp, moderate torqueing, wrist and arm movement, fine finger dexterity to operate hand tools, video camera, projectors.

Vision should be in the normal visual range, with or without correction; vision sufficient to read small print, computer screens and other printed documents. Hearing in the normal audio range, with or without correction.

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.

Exposure to extreme cold of refrigerated lockers, extreme heat of fires, temperature swings from indoors to outdoors, extreme noise of fire alarms, fire alarm testing and fireworks, working both indoors and outdoors, extreme heat, cold, and humidity while working outdoors, mechanical hazards of heavy equipment and various machinery, explosive hazards of blasting operations and pyrotechnics; fumes and odors of smoke, flammable liquids, gas, hazardous materials; dust of construction sites and fire scenes, toxic substances. Work schedule is 80-hour biweekly work periods, with unscheduled breaks. Subject to callback for major fires, hazardous materials incidents or other emergencies. Work is performed in the office and at various sites throughout the community, both indoors and outdoors with or without protection from the weather. Work environment is formal, team and autonomy oriented, with both variable and routine tasks. Work is frequently fast-paced and high-pressure.

ESSENTIAL AND MARGINAL JOB FUNCTION ANALYSIS:

Employee must be able to perform the essential functions; meet the required physical, knowledge, skill, and ability requirements; and have the ability to meet all other requirements for the position as indicated in the Essential and Marginal Job Function Analysis document.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without notice.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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