



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

FIRE PREVENTION SPECIALIST (Job Code #____)

\$6,364 - \$7,768 Monthly

THE CITY OF CULVER CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with a total city budget of over \$223 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.

HOW TO APPLY

Filing deadline: 5:00 p.m., _____.

A complete application, including copies or relevant degrees and/or certificates must be submitted for consideration. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.

Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.

THE POSITION

The Fire Prevention Specialist is a non-safety classification within the Fire Department's Fire Prevention division. The Fire Prevention Specialist is assigned to Fire System Plan Review and Inspection or Public Education/Hazardous Materials Program Coordinator. Provides technical assistance to contractors, architects, engineers, developers, and the public. Prepares detailed reports and maintains accurate records. Assists the public with the permit issuance process.

Fire Systems Plan Review and Inspection

This position is responsible for reviewing fire systems and the related inspections to ensure regulatory codes are met and adhered to for fire safety protection and prevention. Reviews and approves construction and equipment plans for compliance with fire protection regulatory codes including provisions of the California Fire Code, State Fire Marshal's regulations, Title 19 and 24 of the California Administrative Code, National Fire Protection Association Codes, California Building Codes, and other applicable codes. Interprets and applies fire protection regulations for project applicants by conducting site inspections. Meets with contractors, owners, developers, and business operators to educate, establish conditions of approval, and oversee projects to completion. Determines construction requirements for fire flow; conducts field inspections to verify installation of fire protection and suppression systems; confirms calculations for on-site fire protection systems such as residential and commercial automatic sprinkler systems or other special extinguishing systems; and reviews and approves fire detection and control systems.

Public Education/Hazardous Materials Program Coordinator

This position is responsible for coordinating the L.A. County Certified Unified Program Agency (CUPA) hazardous materials disclosure program for the City. Conducts hazardous materials inspections, on-site inspections for code compliance, investigations, and mitigation activities. Recognizes and reports fire and safety hazards and assists with other fire prevention activities. Interpret, explain, and apply fire prevention and life safety codes, laws and regulations. ~~Prepares detailed reports and maintains accurate records for billing and tracking purposes.~~ Attends meetings, seminars, and classes to receive new information and current developments in fire, hazardous materials, and earthquake safety. ~~Provides technical assistance to contractors, architects, engineers, developers, and the public.~~ Participates in fire safety public education activities. Designs, organizes and presents fire, hazardous materials, earthquake safety programs for schools, civic groups, service groups, local businesses, City departments and the general public. Designs pamphlets, visual presentations, and other informational material. Develops, plans, and coordinates a variety of public events and coordinates the participation of sworn personnel and resources. Represents the Fire Department at various public and/or professional events. Responds to requests for information, educational resources, and referrals from the public and other sources. ~~Performs data entry, permit issuance, assists the public at the counter, and other related duties.~~

MINIMUM REQUIREMENTS

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: A Bachelor's degree from an accredited institution in fire science or technology, education, communication, public administration or related field; or, professional certifications and/or relevant coursework in the fields above and ~~three~~ two years practical experience in fire prevention with an emphasis on plan checking or field inspections or work involving training, teaching, and public and media relations. ~~Certification as a Fire Protection or Hazardous Materials Specialist from the California State Fire Marshal is highly desirable.~~

LICENSE AND CERTIFICATES

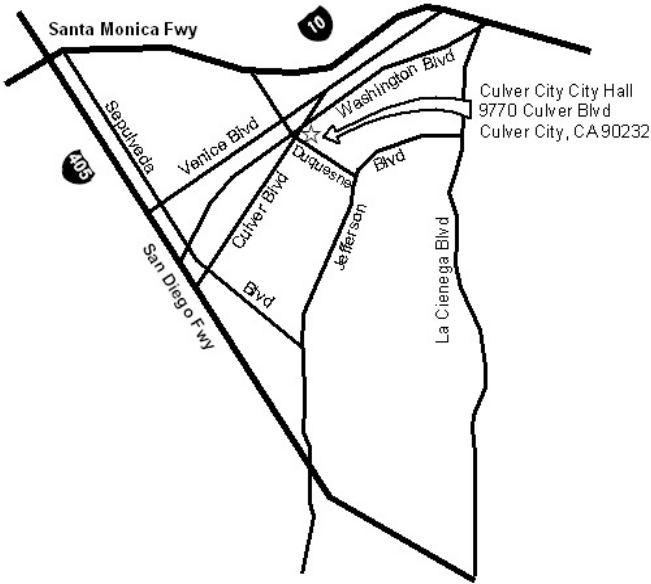
Possession of a valid California Class "C" driver license. Possession of P.C. 832 P.O.S.T. certification within one year of date of hire into classification. California State Fire Marshal Certification as a Plans Examiner, Fire Prevention 3A and 3B or Plan Examiner 1A, 1B, and 1C, is highly desirable. California State Fire Marshal Certification as Hazardous Materials Technician and/or Specialist is highly desirable.

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

AMW 4/16

EXAMINATION PROCEDURES	
Applicants must receive a passing score on all examination components in order to be placed on the eligible list.	
COMPONENT	WEIGHT
• Technical/Oral: Oral evaluation of technical writing/presentation exercise.	40%
• Appraisal Interview: To evaluate training, experience and personal qualifications.	60%



THE CITY: The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads. SELECTION PROCESS: 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:30 p.m., on or before filing date (filing time may vary if noted on reverse side of this form). 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part. 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath. 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score. 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies. VETERAN’S PREFERENCE: Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran's preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran's preference. (Veteran's preference does not apply to promotional exams). SENIORITY PREFERENCE: Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:	These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org
RETIREMENT:	City participates in CalPERS* retirement plan (Public Employees Retirement System). Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.
DEFERRED COMPENSATION:	Employees may voluntarily contribute to a city sponsored deferred compensation plan.
HEALTH BENEFITS:	Choice of health, dental, vision and life plans are available for employees and dependents. Some employee contribution may be required.
LEAVE BENEFITS:	Include holidays, in-lieu time, sick and vacation.
UNIFORMS	Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.
CREDIT UNION AVAILABLE	

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.