



## **Truckee Fire Protection District**

### **Fire Prevention Specialist Non-Safety**

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#### **Definition**

Under supervision of the Fire Marshal, the Fire Prevention Specialist will perform a range of duties involving fire and life safety inspections, commercial and residential plan review, public outreach and education, code enforcement, provide a high level of customer service and assistance to the public, provide technical support to Fire District staff, and other duties as assigned.

#### **Distinguishing Characteristics**

This is a Full-time position in the Fire Prevention Division, that operates on a highly motivated team to implement fire prevention and mitigation programs. Incumbents are expected to work well in both team environments and independently, exercising good judgement, decision-making, and initiative. A position of this level receives limited instruction and is expected to be self-motivated. Incumbents must be fully aware of the operating procedures of the Fire Prevention Division and become fully knowledgeable of applicable policy, codes, ordinances, and other requirements. This position is assigned to a 40-hour work week for new hires, and a 36-hour work week for incumbents.

This position is classified as “non-safety.”

This is a FLSA non-exempt position (employees are entitled to overtime pay)

This position has a 12-month probationary position.

#### **Supervision Received and Exercised**

Receives general supervision and performance evaluation from the Fire Marshal.

Other positions that may provide supervision and guidance to the Fire Prevention Specialist may include: Fire Chief, Administrative Battalion Chief, Wildfire Prevention Manager, and other senior Fire Prevention Specialists.

This position may provide guidance & training to seasonal employees and agency cooperators.



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#### **Examples of Important and Essential Duties**

Performs and oversees commercial business and construction final inspections and evaluations. Communicates with Fire Prevention Staff, and the public to explain violations & findings to property owners to increase awareness, knowledge, and actions implemented by individuals and communities to reduce human loss and property damage from fires. Promote Fire Code and local ordinance compliance through plan review, inspections, education, and enforcement, and aid in the implementation of the Wildfire Prevention and Mitigation Programs. Monitor operational permits, special event permits, PIO functions.

Greet and assist the public, answer phones, emails, and provide thoughtful customer service. Provide and explain code and ordinances as they pertain fire prevention and fire safe building standards, defensible space, home hardening, and fuels reduction activities. File inspection reports, and re-inspect at applicable time frames. Ability to issue citations for non-compliance, prepare case reports and supporting documentation, and attend legal proceedings as citable cases proceed.

Serve as a point of contact, confer with, and advise members of the public, property owners, and others regarding fire prevention and fire safe building standards, Defensible Space, Wildfire Prevention and Mitigation Programs, and provide and explain requirements of codes and ordinances.

Safely drives and operates vehicles with due regard while obeying all traffic laws.

Understands and follows District policies, regulations, procedures, and standards.

Prepare reports and maintain filing systems concerning plan reviews, red tags, inspections, fire investigations, and pre-plans.

Assist with preplan development, verification, and perform updates in an online database.



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Perform commercial inspections and assist with the commercial inspection program. Work with business owners to educate them on the fire safety inspection programs and Knox Box maintenance and installation.

Confer with and advise members of the public, property owners, architects, engineers, developers, realtors, property managers and others regarding District policies and procedures, and provide and explain requirements of codes and ordinances. Contact homeowners, and oversee or complete defensible space inspections. Provide and explain code and ordinances as they pertain to defensible space, file inspection reports, re-inspect at applicable time frames, issue citations for non-compliance, prepare case reports and supporting documentation, and attend legal proceedings as citable cases proceed.

#### **Fire investigation**

Assist the Fire Marshal or the Fire Prevention Staff with fire investigation scenes on a case-by-case basis.

#### **Operations/Administration**

Participate in various administrative activities and provide responsible and technical staff assistance.

#### **Other Required Responsibilities**

Complete field reports electronically or manually as well as complete all necessary paperwork, and answer telephones & emails in a time sensitive manner.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Perform other duties as assigned.



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### **Job Related and Essential Qualifications**

#### **Knowledge of:**

California Fire Code, California Code of Regulations Title 19 Health and Safety Code, California Code of Regulations Title 24 Building Code, NFPA standards, Defensible Space laws & ordinances including Public Resource Code 4291, Nevada County, Placer County & Town of Truckee ordinances, Title 14 Fire Hazard Reduction Around Buildings and Structures, Board of Forestry General Guidelines for Creating Defensible Space, current CAL FIRE Defensible Space and Home Hardening training and informational materials, greenwaste and chipping programs, and TFPD Wildfire Protection Measure T and the Community Wildfire Prevention Fund.

Wildfire prevention and mitigation projects. Wildfire risks and hazards. Familiar with planning and implementation of Community risk reduction, community wildfire protection plans and mitigation plans. General understanding and knowledge of forest management and fuel reduction projects.

Fire investigation, origin and cause, preservation, and collection of evidence.

Understand basic principles of fire suppression & EMS delivery.

Be familiar with all hazard risk assessment & management.

Public Information techniques and skills.

Fire prevention and education techniques

Office methods, procedures and equipment including filling out of manual forms in the field.

English language usage, spelling, grammar, and punctuation.

Business letter formatting and basic report preparation using a computer with various software.

Principles of mathematics.



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Principles and techniques used in red tags, pyrotechnic inspections, tent inspections, youth fire setter, customer service, and conflict resolution.

### **Ability to:**

Perform general technical work involving the use of judgment, personal initiative, flexibility, creativity, and sensitivity in response to changing situations and needs.

Understand the organization and operation of the Fire District and those of outside agencies and groups necessary to assume assigned duties.

Continue to learn, interpret, and apply defensible space ordinances, guidelines, and codes to specific situations. Where practical and feasible, apply or communicate specific local requirements.

Learn basic plan checking principals.

Identify, name, and communicate the flammability & fire risks associated with common grasses, shrubs, and trees.

Apply and implement various risk analysis and hazard mitigation plans: Community Risk Reduction, Community Wildfire Protection Plan, and Hazard Mitigation plans.

Make presentations and represent the district to the public and other agencies professionally.

Proficient use of computer, smart phone, tablet, and other modern office equipment.

Compile and maintain records.

Establish and maintain effective working relationships with those encountered in the course of work.

Communicate clearly and concisely, both orally and in writing.



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Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, both inside & outside of the organization.

Compose clear, coherent reports and other documents.

Work under limited supervision when required.

Prioritize work assignments and work under pressure of deadlines.

Maintain confidential information

Understand District policies, procedures, and regulations.

Keep current on Fire & Life Safety laws and standards.

Make recommendations for policy and procedural modifications

Assist with permit processing with Town of Truckee, Placer/Nevada Counties.

### **Experience and Training Minimums:**

- Minimum 18 years old
- High School Diploma or G.E.D.
- Valid California Driver's License or equivalent with an acceptable driving record
- CPR certification to the Health Care Provider level within 90 days of employment
- Must be proficient with modern office and field technology. This includes Microsoft Outlook, Word and Excel, cell phones, tablets, applications, and other computer programs. Ability to learn and work in a dynamic team environment

### **Distinguishing Experience & Education:**

#### **Fire Prevention Specialist 1:**

The individual in this position will have a combination of education and experience that reflects the knowledge, skills, and abilities to perform the duties and functions illustrated in the Job Description. Typical equivalencies include:



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One (1) or more years of experience in fire prevention, fire mitigation, wildfire suppression, vegetation management, defensible space, or related fields.

High School Diploma or equivalent.

California Driver License or equivalent.

Valid CPR Certification (required within 90 days of employment).

Proficient in: Verbal and written communications, Microsoft Office 365, Word and Excel, tablet-based applications, other computer programs, and working in an office and field setting.

### **Fire Prevention Specialist 2:**

In addition to Fire Prevention Specialist 1 required qualifications, the individual must have:

Two (2) or more years of experience in fire prevention, wildfire mitigation, wildfire suppression, vegetation management, defensible space or related fields taking on higher level work and demonstrating the ability to manage projects, and provide leadership and training.

Two (2) year college or university degree with major course work in a related field, or experience & training deemed relevant may be substituted for formal education.

### **Fire Prevention Specialist 3:**

In addition to Fire Prevention Specialist 1 & 2 required qualifications, the individual must have:

Three (3) or more years of experience in fire prevention, wildfire mitigation, wildfire suppression, vegetation management, defensible space or related fields taking on higher level work and demonstrating the ability to independently manage projects, develop/administer/oversee contracts, leadership and mentorship of employees.



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Four (4) year college or university degree with major course work in a related field, or experience & training deemed relevant may be substituted for formal education.

### **Desirable Experience and Training:**

Familiar with various Defensible Space related codes and ordinances.

Familiar with Home Hardening and the Wildfire Home Retrofit Guide.

Familiar with green waste disposal, and chipping programs

Meet or exceed CAL FIRE Defensible Space Inspector training requirements

Home Ignition Zone Training:

- NFPA Assessing Structure Ignition Potential from Wildfire
- NFPA Understanding the Wildfire Threat to Homes. An overview of fire history, fire basics, and how homes burn

Familiar with vegetation management, fuel reduction, forest management, and other fire prevention programs.

Familiar with recognition of hazard trees, beetle infestations, and other diseases that affect the conifer population of the area

Program Coordination & Project Management Experience. Contract Development, Administration, and Management

GIS

Clear and concise written and verbal communication skills. Excellent organizational skills and attention to detail. Good time management skill with proven ability to meet deadlines

Must be comfortable interacting with the public, agencies, organizations, and contractors

Familiar with forest management projects, California Forest Practice Act & Forest Practice Rules, and California Environmental Quality Act.





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Wildland Firefighting training, qualifications and experience is desirable. This includes:

- Introduction to ICS (I-100)
- Basic ICS (I-200)
- NIMS an Introduction (IS-700)
- Firefighter Training (S-130)
- Firefighter Type 1 (S-131)
- Introduction to Wildland Fire Behavior (S-190)
- Intermediate Wildland Fire Behavior (S-290)

California Office of the State Fire Marshal training and qualifications are desirable. These include but are not limited to:

- Fire Inspector 1A-1D & Position Task Book
- Fire Inspector 2A-2D
- Fire Investigator 1A-1C
- NFPA Certified Fire Inspector
- ICC Fire Inspector Exam
- Youth Fire Setter

### **Special Requirements**

Essential duties require the following physical skills and work environment:

The ability to work in a standard office environment, as well as, outside in the forest, communities, and on construction sites. This would involve moving around an office setting, walking around structures in the field, walking on uneven forest terrain, touring construction sites, and driving a District vehicle in non-emergency. Requires sufficient hand/eye coordination to perform semi-skilled movements such as writing, filing, using a calculator, and other office functions.

The ability to communicate to the public in a positive manner.

Must be able to be on their feet for extended periods of time, and lift objects frequently 10 - 25 pounds, and occasionally more. Must have the ability to communicate clearly and concisely, both orally and in writing; understand the community, organization, and operations of the Truckee Fire Protection District;



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work cooperatively with citizens, community groups, business interests, other District employees, and federal, state, and local agencies.

### **District Expectations**

Use good judgement in matters affecting your safety and the safety of others, keeping safety as a priority.

Perform as a responsible, productive, and positive member of the prevention team.

Report for duty on time and in the proper uniform as per current uniform specification.

Display a positive and professional attitude in all contacts with the public and other agencies.

Accept and respond to all lawful orders by superiors without hesitation or argument.

Treat all fellow employees with dignity and respect.

Communicate all necessary operational information to your supervisor.

Obey all District policies and directives and ensure compliance by all employees.

Support and follow the Chain of Command.

Promote the goals, mission and values of the organization and make them your goals, mission, and values.

Discuss with your supervisor any problems, personal or work related, that have the potential of affecting your ability to do your job. Do not delay, discuss concerns as they arise.

Be a positive role model to all employees. Lead by example.

Identify situations which may impact the organization and bring them in a



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timely manner, along with recommendations, to the attention of your supervisor.

Act as District representative to outside agencies and community groups as directed your supervisor.

Report any instances of known or perceived workplace harassment immediately.