



City of Huntington Beach

Fire Prevention Department Assistant (Entry)

SALARY	\$16.08 - \$21.55 Hourly	LOCATION	Huntington Beach, CA
JOB TYPE	Temporary	JOB NUMBER	9010-0824
DEPARTMENT	Fire Department	OPENING DATE	08/22/2024
CLOSING DATE	Continuous		

Description

Fire Prevention/Community Risk Department Assistant

This is Part-Time, Non-Permanent Position

Temporary/part-time employment does not qualify to receive City benefits, except those required by law. The City does not belong to the Social Security system. However, enrollment in an alternative retirement program is mandatory which requires an employee contribution of 7½% of base earnings to the Public Agency Retirement System (PARS). There are no rights to employment and employment may end with or without cause or advance notice. Further restrictions apply to CalPERS retired annuitants.

The Ideal Candidate possesses effective communication and cooperative interpersonal skills, the ability to work well in a busy environment where attention to detail is important, excellent customer service skills, and be available to work a minimum of 18 hours a week.

This individual would be self-motivated, requiring little oversight and direction once given the necessary training and experience. The candidate must possess a strong teamwork mentality and successfully work independently while completing given tasks onsite. This individual will professionally represent the Fire Department and operate in a performance based environment built on our core values: Humility, Social Awareness, Passion, Exceptionality, Integrity and Legacy.

ASSIGNMENT SUMMARY:

Under the mentorship of the Deputy Fire Marshal and other Community Risk Reduction personnel, the Fire Prevention/Community Risk Reduction Department Assistant assignment provides the opportunity to gain fire prevention experience working alongside Fire Service professionals. This position requires fieldwork and inspections; interacting with residents, business owners and other members of the public; and performing related office assignments.

Fire Prevention/Community Risk Department Assistants serve at the pleasure of the Fire Chief.

Examples of Essential Duties

- Initial contact and appointment processing.
- Follow up inspections on minor fire code violations.
- Updating Knox keys when requested by the community.
- Data and billing verifications.
- Assist with public records requests.
- Community Risk Reduction home safety inspections and smoke alarm installations.
- Assist with administrative tasks assigned by supervisors
- Assist with providing administrative support including, but not limited to: answering inquiries from the public, preparing special projects and reports, as well as data input related to fire inspection and prevention activities.
- Assist with special events
- Assist with public education programs
- Perform life safety inspections for R2 facilities
- Assist with community engagement events to promote community risk reduction initiatives
- Perform other duties as assigned

The preceding duties have been provided as examples of essential types of work performed by positions within this job classification. *The City, at its discretion, may add, modify, change or rescind duties and assignments as needed.*

Minimum Qualifications

Knowledge of:

- Applicable federal, state, and local laws, rules and regulations pertaining to fire prevention/community risk reduction
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Customer service principles

Ability to:

- Prepare reports and communications; communicate clearly and concisely, both verbally and in writing
- Communicate and work effectively with fire personnel and the general public
- Ensure safety and professional work standards are met
- Establish and maintain cooperative customer service relationships with those contacted; and deliver quality customer service
- Represent the Fire Department in a professional manner at all times
- Meet and follow the Fire Department's uniform attire policies while conducting essential duties.

Education:

Current enrollment in an accredited college or university with major coursework in Fire Technology, Engineering, Fire Science, Public or Business Administration, or related field is recommended, though not required, for this position.

Experience:

- One (1) year prior experience working for a Fire Department is **highly desirable**.
- Completion of **OSFM Fire Inspection 1A, 1B, 1C and 1D is highly desirable**.
- Previous customer service experience is **highly desirable**.
- Previous fire administration or prevention experience is **highly desirable**.

Licenses/Certifications:

Possession of a valid California driver's license and an acceptable driving record are required at time of appointment and throughout the course of employment.

Special Conditions:

- This position requires possession of a valid California Driver License and evidence of and ability to maintain an acceptable driving record during the course of employment. Employees regularly assigned/required to drive a city or

personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program due to the performance of field duties that may require operation of a City vehicle.

- Must be 18 years or older
- Must pass a background check, which includes a Livescan
- Must provide a 10 year driving history report from the DMV
- Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster

APPLICATION PROCEDURE

- An official City of Huntington Beach on-line job application must be filled out in its entirety
- Applications will be closely reviewed for relevant experience, education and training.
- Applicants best meeting the City's needs will be invited to an oral interview.
- Upon a conditional offer of employment a drug screen, TB Screening and California Department of Justice (DOJ) Live Scan fingerprinting must be completed with acceptable results.
- Other background reports may also be conducted, depending on the position.
- Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- This recruitment will remain open until an adequate number of qualified applicants have applied.

Please Note: Our primary means of communication with applicants is sent via email; therefore, please make sure to include a valid email address on your application.

Supplemental Information

Fire Prevention Community Risk Reduction Department Assistants must be able to meet the physical requirements of the activities assigned and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the activities to be performed.

Activities involve considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. May also necessitate frequent exposure to weather conditions, physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety & Health Act (Cal/OSHA) regulations and utilize approved safety equipment and protective gear including but not limited to respirators and/or hearing protective devices when required. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by- case basis.

Agency

City of Huntington Beach

Address

2000 Main Street

Huntington Beach, California, 92648

Phone

(714) 536-5492

Website

<http://www.huntingtonbeachca.gov/jobs>

Fire Prevention Department Assistant (Entry) Supplemental Questionnaire

***QUESTION 1**

Are you a current Huntington Beach City employee?

- Yes
 No

QUESTION 2

If you answered Yes to the last question, please indicate below which department you work for.

*QUESTION 3

Are you currently enrolled at an accredited college or university?

- Yes
 No

QUESTION 4

In the space below, please indicate at what school (college/university) you are currently enrolled.

*QUESTION 5

If you are selected for hire, are you prepared to provide the following, when applicable: school transcripts/diploma, copies of certifications and/or licenses, DMV Report, and any other requested documentation of information you provided in the job application?

- Yes
 No

QUESTION 6

If you answered "No" to the last question, please explain.

QUESTION 7

Are you a CalPERS retired annuitant?

- Yes
 No

*QUESTION 8

Do you have one (1) year prior experience working for a Fire Department?

- Yes
 No

QUESTION 9

If you answered Yes to the last question, please indicate in the space below where and for how long.

*QUESTION 10

Please indicate which of the following classes you have completed:

- OSFM Fire Inspection 1A
 OSFM Fire Inspection 1B
 OSFM Fire Inspection 1C
 OSFM Fire Inspection 1D
 None

***QUESTION 11**

Please briefly summarize your customer service experience. (If you do not possess this type of experience, please indicate "N/A")

***QUESTION 12**

Briefly describe any fire administration or fire prevention experience you have had. (If you do not possess this type of experience, please indicate "N/A".)

* Required Question