



SANTA CLARA COUNTY FIRE DEPARTMENT

14700 Winchester Blvd., Los Gatos, CA 95032 | (408) 378-4010 | www.sccfd.org

ANNOUNCEMENT OF AN OPEN AND COMPETITIVE EXAMINATION

Associate Fire Plans Examiner

Current Monthly Salary Range: \$10,500.92 to \$12,763.94

(Please note: there will be a 3% increase effective November 2, 2020)

Submission Deadline: Noon on Monday, November 9, 2020 (Extended)

*The Department reserves the right to close the announcement at any time without notice.
Interested applicants are encouraged to apply early.*

Why Santa Clara County Fire Department?

Santa Clara County Fire Department is a progressive department of dedicated and skilled employees, focused on providing the highest level of courtesy and service to our customers and served jurisdictions. We honor our diversity, value each person's individual talents, and we strive to do and be better, while respecting our past and planning for our future.

Why Fire Prevention?

Santa Clara County Fire Prevention Division is committed to the communities we serve by saving lives and protecting property. The division is responsible for plan review and inspection services for all new construction within our district, contract cities/towns and the unincorporated areas of Santa Clara County. We inspect existing facilities to ensure compliance with all applicable codes and standards as it pertains to building construction, fire/life safety systems, and the use of hazardous materials. The Associate Fire Plans Examiner reviews basic to moderately complex plans and specifications for buildings, fire protection equipment, and industrial processes; this position serves in an advisory capacity to department staff on a variety of fire protection requirements and procedures.

What benefits do we offer?

- Department fully paid medical and dental premiums
- VSP vision plan
- Paid life insurance of \$40,000
- Education reimbursement plan
- Generous paid leave program that includes personal leave, sick leave, vacation, 13 holidays per year, and alternate work schedule options
- CalPERS retirement/pension benefit - Retirement benefits conform to the California Public Employees' Retirement System. Currently, Classic Miscellaneous employees pay 8% of employee contribution, which is tax-deferred. In addition, Classic Miscellaneous employees pay 1% of salary to the employer's portion of CalPERS. Public Employee Pension Reform Act (PEPRA) employees currently pay 6.5%, which is tax-deferred.
- The Department does not pay into Social Security.

The classification of Associate Fire Plans Examiner is a Fair Labor Standards Act non-exempt position in the Classified Service. This classification is represented by International Association of Fire Fighters 1165.

What will you do as an Associate Fire Plans Examiner? *(For more detailed information, please refer to the Associate Fire Plans Examiner job specification located at www.sccfd.org.)*

- Review residential, commercial, and industrial construction plans and specifications for compliance with state and local fire prevention codes, standards, and ordinances.

- Review site development plans to ensure compliance with fire apparatus access, fire protection water supply, and fire hydrant placement requirements.
- Prepare written review comments for approval/disapproval of permit submittal documents, citing applicable codes, standards, and ordinances.
- Provide guidance and assistance regarding applicable code requirements to architects, engineers, contractors, developers, owners and other interested parties.
- Address and resolve complex and sensitive customer service and code compliance concerns.
- Perform basic engineering computations such as fire flow, hydraulic design, building area, occupant loads and egress widths.
- May perform specialized types of field inspections as directed by the Deputy Chief/Director of Fire Prevention.

What will you bring to County Fire?

- A reasonable competency, familiarity, and technical understanding of fire prevention codes and ordinances.
- The ability to provide technical assistance and guidance to both internal and external customers by providing technical interpretations of building and fire codes as they apply to a jurisdiction.
- The ability to conduct engineering computations such as fire flow, hydraulic design, building areas, and occupant loads.
- The ability to train Department personnel in the areas of fire science, fire protection components, and fire inspection.
- A positive attitude and a customer-service oriented approach.
- An ability to work collaboratively with the public, contractors, regulatory officials and other Fire Prevention staff.

How can you qualify for this position?

Education and Experience: An associate's degree or equivalent in engineering, architecture, fire science, environmental studies, business administration or related field at an accredited college and two years of work experience in fire protection engineering, fire plans examining, fire protection system design or related work. A bachelor's degree from an accredited college in one of the above listed fields may be substituted for one year of the required work experience.

Knowledge of: (For more detailed information, please refer to the Associate Fire Plans Examiner job specification located at www.sccfd.org.)

- Essential elements of building design, construction, and building material properties.
- Fundamental principles of fire alarm, fire sprinkler, and fire suppression systems.

Skills & Ability to: (For more detailed information, please refer to the Associate Fire Plans Examiner job specification located at www.sccfd.org.)

- Prioritize assigned workload, organize, plan and coordinate projects and anticipate and implement changes as needed.
- Comprehend and evaluate building plans and specifications including architectural, fire suppression, and fire alarm system design.
- Maintain project data (electronic records, paper files, construction drawings, etc.) for consistent records management.

- Communicate effectively and maintain harmonious working relationships with individuals and groups contacted in the course of work.
- Address difficult customer service issues, both verbally and in writing, while maintaining a calm and professional demeanor.

Curious about the working conditions and physical demands?

Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable, and combustible materials. Work involves physical exertion, including sitting and standing for extended periods of time, stooping, lifting, reaching, crawling, climbing and lifting up to 25 pounds. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

Required License: Possession of a valid state of California driver's license.

Employment Condition: An incumbent will remain in this classification until they fulfill the qualifications of a Fire Plans Examiner. The Deputy Chief/Director of Fire Prevention may make the promotional recommendation to the Fire Chief, and upon approval of the Fire Chief, the incumbent will be promoted to the Fire Plans Examiner classification.

Pre-employment Requirements: The candidate must pass a Live Scan fingerprint, a background check, and complete a medical examination.

Ready to apply? Here's what to do:

Please visit the Santa Clara County Fire Department employment opportunity website portal (www.sccfd.org, then select "Employment & Careers," then "Current Openings"). Do a search for the position of "Associate Fire Plans Examiner." Interested applicants must apply for the position online by clicking on the "Apply for this job online" button. If you have not previously done so, you will need to complete an applicant profile. As part of the job submittal, you are required to upload your résumé where indicated. Please be prepared to provide proof of education, if requested, after the oral board process. Complete the supplemental questions where prompted to do so. Incomplete or late submittals will not be accepted or considered.

Don't miss out on this opportunity! The submission deadline is noon on Monday, November 9, 2020. Interested applicants are strongly encouraged to apply as soon as possible as the Department reserves the right to close the announcement at any time without notice. Applications are reviewed on an ongoing basis, and information regarding the next steps in the recruitment process will be sent via email. Please check your email regularly for status updates. Be sure to check your spam or junk folders in the event the email did not deliver to your email inbox.

Based upon a review of the application packets, the most qualified candidates will be invited to participate in the selection process which will include an oral board interview. In cases where a high number of applications are received (as determined by the Department), the order in which the application was received may be used to determine eligibility to continue in the recruitment process.

The web-based panel interviews are tentatively scheduled to take place on Monday, November 30, 2020. Final interviews are tentatively scheduled for the week of December 7, 2020.

If you have questions regarding the position of Associate Fire Plans Examiner or the application and selection process outlined herein, please contact Management Analyst Rebecca Lo at (408) 341-4457 or via email at recruitment@sccfd.org.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise Personnel Services upon submittal of application. Documentation of the need for accommodation must accompany the request.

The Department is an Equal Opportunity Employer.