



Supervising Fire Prevention Inspector

SALARY: \$7,301 - \$8,846/mo.

FILING DEADLINE: Open Until Filled

Position Description

RECRUITMENT IS OPEN UNTIL FILLED OR UNTIL A SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN RECEIVED. Recruitment may close at any time.

The City of Fresno is currently recruiting for a Supervising Fire Prevention Inspector. Under direction, the incumbent supervises and coordinates the work of subordinate staff in all aspects of fire prevention, including fire inspectors, plan review process, confined space inspections, hazardous materials inspections, and/or fire prevention education. In addition, the incumbent will consult with City Attorney's staff, property owners, contractors, architects, and engineers regarding compliance with state laws, City building and fire codes, and applicable laws and regulations; and will investigate the more difficult field problems, interpret applicable fire codes and ordinances; and acts as a mediator/facilitator for construction compliance issues.

The current vacancy exists in the Fire Department. Immediate and future vacancies will be filled from this eligible list for a period of three (3) months from the date the eligible list is created, with the option of extending that period at the City's discretion. Should the competitive process be suspended for this recruitment, the eligibility list may be limited to three (3) months.

The Requirements

Applicants must meet the minimum qualifications on or before the posted filing deadline in order to qualify for the examination and does not assure a place on the eligibility list.

Education:

Possession of a bachelor's degree from an accredited college or university.

AND

Possession of a California State Fire Marshal Fire Protection Specialist Certificate OR California State Fire Marshal Fire Inspector II Certificate.

AND

Possession of a California State Fire Marshal Plan Examiner Certificate.

AND

Possession of an International Code Council Fire Inspector I Certificate.

AND

Possession of ICS 100, 200, 300, and 400, and IS-700 and 800 Certificates.

Experience:

Two (2) years of experience equivalent to that gained as a Senior Fire Prevention Inspector with the City of Fresno or four (4) years of experience equivalent to that gained as a Fire Prevention Inspector II with the City of Fresno.

Special Requirements:

Possession and continued maintenance of a valid California driver's license at time of application.

Completion of the five core classes consisting of Fire Protection Organization, Fire Prevention Technology, Fire Protection Equipment and Systems, Building Construction, and Fire Behavior and Combustion within 18 months of appointment.

An incumbent hired into the City of Fresno after June 2, 2025 must possess a California State Fire Marshal Fire Marshal certificate OR completion of the Fire Marshal courses 1A, 1B, 1D, and 1E within 24 months of appointment.

Failure to complete the required coursework within the specified time period above shall be cause for termination.

Eligible candidates certified to the Fire Department for consideration must successfully complete the Fire Chief's interview, polygraph test, and extensive background investigation before receiving a conditional offer of employment.

Additional Information

HOW TO ATTACH A COPY of YOUR TRANSCRIPTS AND CSFT CERTIFICATES TO YOUR ONLINE APPLICATION:

Your documents must be scanned and saved to your computer. Go to www.fresno.gov/jobs > City of Fresno Jobs > Apply Online > Enter login Information > Choose My Career Tools (Located at the top of the page)

Choose Cover Letters and Attachments

Select Add Attachments

For Attachment Type: choose applicable title, then select Add Attachment link

Select the Browse button, you will then be able to attach the saved document from your computer. Select Upload. Click Save and Return.

PAY, BENEFITS AND WORK SCHEDULE

UNIT 13 Classification – City of Fresno Professional Employees Association (CFPEA)

HEALTH INSURANCE: The City contributes toward monthly premiums for PPO medical, dental and vision for employee and dependents.

FLEXIBLE SPENDING ACCOUNT: IRS 125 Plan for health and dependent care expenses.

DEFERRED COMPENSATION: Voluntary 457 plan with Fidelity Investments to increase your retirement savings.

MANAGEMENT LEAVE: 60 hours per fiscal year for exempt employees.

ANNUAL LEAVE: Accrue 15.5 hours per month with cash out provisions.

SUPPLEMENTAL SICK- 40 hours per fiscal year. 80 hours lifetime maximum

HOLIDAYS: Ten (10) City-observed annual holidays plus birthday and two (2) personal days.

LIFE INSURANCE: Benefit equal to annual salary; premium paid by the City.

LONG-TERM DISABILITY: Benefit equal to 66.66% of monthly salary up to \$7,500 per month after 30 days of disability; premium paid by the City.

BILINGUAL PREMIUM: PAY: \$100 per month

HEALTH REIMBURSEMENT ARRANGEMENT: Eligible retirees can use remaining Sick Leave balance at 80% of hourly rate and other leave balances, if applicable, to reimburse medical insurance and qualified medical expenses, tax free.

RETIREMENT: City of Fresno Retirement Systems, one of the best funded public systems in the state. Reciprocity with other CA public agencies. Vested in Retirement benefits after 5 years of service. City employees do not participate in Social Security.

DROP (Deferred Retirement Option Program): an optional, voluntary program that allows an employee to deposit retirement benefits in a special savings account within the Retirement System while continuing to work for the City of Fresno for up to 10 years. Participation minimum is age 50 and vested. Benefits includes ownership of accumulated funds, compound interest earnings, and alternative distribution options.

Additional information regarding the City of Fresno benefits is available at <https://www.fresno.gov/personnel/human-resources-support/#tab-1>

Selection Process

The selection process will consist of the following:

APPLICATION REVIEW - Qualifying only: Applications submitted will be reviewed and a limited number of the most qualified candidates may be invited to the oral examination. The selection will be based upon those applications and resumes which demonstrate the greatest breadth and depth of applicable education, experience, skills and training. Therefore, applicants are urged to submit sufficiently detailed information in their application materials for a proper evaluation.

ORAL EXAMINATION - 100%: A panel of subject matter experts will conduct a job-related oral examination to evaluate each candidate's training, experience and personal traits for the position.

Candidates must achieve a passing score to qualify for the eligible list.

The Oral Exam is tentatively scheduled for the week of September 22nd, 2025.

To Apply for this Position

APPLICANTS MUST COMPLETE AN ON-LINE APPLICATION. PLEASE VISIT WWW.FRESNO.GOV/JOBS TO APPLY. For information on how to complete an on-line

application, please view "Instruction Guide" on the City's website, Personnel Services Career Opportunities page, or call (559) 621-6950 for assistance. Resumes will not be accepted in lieu of a completed employment application.

ALL CORRESPONDENCE regarding this recruitment and exam process will be sent via e-mail. All applicants will acknowledge such understanding when they complete their on-line application. Verify we have your correct e-mail address before you submit your application. It is an applicant's responsibility to check their email frequently to ensure they receive all pertinent communication from the Personnel Services Department on a timely basis. Applicants will receive an automatically generated confirmation e-mail upon a successful application submittal. The e-mail is the only proof of submittal.

It is an applicant's responsibility to check their email account and to ensure it is set up to accept emails from the City of Fresno. Dependent upon your settings, notices from the City of Fresno may be directed to the "junk mail" or "spam" folders. It is the applicant's responsibility to check their email account and to ensure it is set up to accept emails from the City of Fresno. Dependent upon your settings, notices from the City of Fresno may be directed to the "junk mail" or "spam" folders. It is the applicant's responsibility to check these folders

Applications must be submitted by midnight on the filing deadline or they will not be accepted for any reason. FOR THIS RECRUITMENT, IT IS RECOMMENDED THAT PERMANENT FRESNO CITY EMPLOYEES APPLY THROUGH PEOPLESOFT SELF SERVICE.

Veteran's Preference Regulations

Qualified veterans who pass the examination may obtain five (5) additional points. Candidates applying for veteran's preference are required to submit a copy of their DD214 with their application during the specified filing period. Evidence must be presented to indicate that the candidate was discharged honorably from the military service. Veterans, including City employees, must resubmit proof of honorable service for every examination for which veteran's preference credit is requested.

Equal Opportunity Employer

The City of Fresno is an equal opportunity employer. Should you need a special accommodation due to a qualifying disability, please contact the Personnel Department at (559) 621-6950 in advance of the examination.