

## ***NORTH TAHOE FIRE PROTECTION DISTRICT***

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**P.O. Box 5879  
222 Fairway Drive  
Tahoe City, CA 96145  
530.583.6913  
Fax 530.583.6909  
Michael S. Schwartz, Fire Chief**



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### **Defensible Space Inspector – Employment Opportunity**

**POSITION:** Defensible Space Inspector – Part Time

**POSTING DATE:** February 26, 2020

**FINAL FILING DATE:** March 27, 2020 at 3:00 p.m. or until filled

The North Tahoe Fire Protection District is currently accepting applications for current and future job openings from qualified individuals for the position of Defensible Space Inspector. The eligibility list established from this recruitment will be used to fill current and future vacancies.

**THE POSITION (Typical Duties and Responsibilities):** Successful applicants shall provide the highest possible level of service as part of the Fire Prevention team. Under the direct supervision of the Fire Marshal or designee, as a temporary employee, the Defensible Space Inspector performs a variety of tasks: perform fire prevention and community risk reduction assignments including defensible space inspections within the Fire District boundaries and other geographical areas as required by contract as per Public Resource Code 4291 specifications; greet and assist the public, answer phones, and other duties as assigned; follow District Standard Operating Procedures, Rules & Regulations, and comply with District Expectations; and performs other related duties.

The applicant must be able to be on their feet for extended periods of time, and lift objects frequently up to 10 pounds and occasionally up to 25 pounds. He or she must have the ability to communicate clearly and concisely, both orally and in writing; understand the community, organization and operations of the North Tahoe Fire Protection District; work cooperatively with citizens, community groups, business interests, other District employees, and federal, state and local agencies.

#### **MINIMUM QUALIFICATIONS:**

- Minimum of 18 years of age
- California or Nevada Class C Driver's License or equivalent
- High school diploma or equivalent
- Current CPR certification to the Health Care Provider Level

#### **DESIRABLE QUALIFICATIONS:**

- Completed or currently working toward a bachelor's degree, Associate's degree, or related degree with a concentration in forestry, fire science, natural resource management, conservation or subject related to the position
- Experience performing professional or sub-professional work in fire prevention, fire suppression, forestry, natural resource management or other related work

- California State Fire Marshal Fire Inspector 1A: Duties and Administration
- California State Fire Marshal Fire Inspector 1B: Fire and Life Safety
- California State Fire Marshal Fire Inspector 1C: Field Inspection
- California State Fire Marshal Fire Inspector 1D: Field Inspection - California
- California State Fire Marshal Fire Inspector 1 Certification
- California State Fire Marshal Fire Inspector 2A: Fire Prevention Administration
- California State Fire Marshal Fire Inspector 2B: Fire and Life Safety Requirement

**APPLICATION PROCEDURE:**

Interested candidates should forward a North Tahoe Fire Protection District Application, resume, and copies of all certificates/licenses and diplomas listed under Minimum Qualifications by one of the following methods to be considered for the testing process. (Faxed or emailed packets will not be accepted).

All required material must be received prior to 3:00 p.m., Monday, March 27, 2020. Postmarks, faxed, or emailed materials will not be accepted.

**Mail:**

North Tahoe Fire Protection District  
Attn. Kelly McElravey  
P.O. Box 5879  
Tahoe City, CA 96145

-or-

**Hand Deliver:**

North Tahoe Fire Protection District  
Attn. Kelly McElravey  
222 Fairway Dr.  
Tahoe City, CA 96145

**EXAMINATION PROCESS SHALL INCLUDE:**

- Written Exam
- Assessment Center

The tentative test date will be in early April.

**PRE-EMPLOYMENT REQUIREMENTS:** Applicants who are offered employment are subject to a Live Scan, background investigation, and a drug/alcohol screening. Employment is contingent upon passing the Live Scan, background investigation, and the drug/alcohol screening.

**BENEFITS & SALARIES:**

Typical pay and benefits for PTP Defensible Space Inspector, effective January 2020	
Benefits	PAY
Hourly Pay PTP Defensible Space Inspector	\$17.82 - \$23.90

- District provides a life and accidental death insurance policy
- District pays CSFA dues
- Personnel will be paid their hourly rate for drill attendance
- District provides sick leave as required by California State law
- District provides an Employee Assistance Program
- District provides uniforms

***ABOUT THE DISTRICT:*** The North Tahoe Fire Protection District protects an area of 31 square miles on the north and west shores of Lake Tahoe. This is a popular, year-round recreation area featuring a multitude of winter sports and all types of water activities, hiking, and biking throughout spring, summer, and fall. A large number of tourists are drawn to the area, which results in significant population changes on a seasonal basis.

The District operates 6 stations, with employees 60 full-time personnel, 1 part-time personnel and responds to over 2,000 alarms per year.

**THE NORTH TAHOE FIRE PROTECTION DISTRICT HIRES ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES OF AMERICA, IS AN EQUAL OPPORTUNITY EMPLOYER, AND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT.**