



JOB ANNOUNCEMENT

COMMUNITY RISK REDUCTION SPECIALIST

Salary Range: \$4,692 - \$5,202/month

Application Period

OPENING DATE: August 26, 2022

CLOSING DATE EXTENDED: UNTIL FILLED

The District will be accepting applications for a Community Risk Reduction Specialist (CRRS) to fill a vacancy. Applicants must meet the minimum qualifications as specified in the Community Risk Reduction Specialist Job Specifications. The exam process will include an application and resume review, and oral interview. Applicants must meet the minimum qualifications as specified in the Community Risk Reduction Specialist [Job Specifications](#).

Job Definition:

Under direction of the Fire Marshal, A CRRS independently performs a multitude of community risk reduction (CRR) tasks and other duties as needed. Some responsibilities are, but not limited to are; working with City departments, other governmental jurisdictions, military, business and private entities and volunteer organizations to develop and implement CRR programs for the whole community. See Community Risk Reduction Specialist Job Specification at www.NorthCentralFire.org/Careers.

Duties responsible for, but not limited to the following:

- Must be courteous, punctual, and maintain a relationship with outside agencies in a professional manner
- Analyze data to identify potential assistance opportunities
- Liaises with community partners to build relationships and connect to the fire prevention division
- Prepare reports, conducts research, and writes correspondence on behalf of NCFPD
- Perform fire inspections
- Delivers safety programs
- All other related duties

The CRRS is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

COMMUNITY RISK REDUCTION SPECIALIST JOB ANNOUNCEMENT

April 14, 2022

Page 2 of 5

Essential Duties and Responsibilities:

(May include, but are not limited to, the following:)

Prepares other instructional materials and training as necessary; prioritizes own work assignments, conducts research, and analyzes data related to inspections and community risk; Coordinate with community partners to engage and serve individuals in a comprehensive approach to promote community resiliency. May coordinate joint inspections with building inspectors and plan reviewers; Uses Fire District and other City/County resources to conduct research about businesses prior to inspections; Reviews past inspection reports of site inspections to ensure compliance with the adopted codes and Fire District Standard Operating Procedures (SOPs); Determines compliance with life-safety and fire prevention laws and standards; Requires higher level of code and technical knowledge to conduct research on and analyzes hazardous materials classification and code data to present options in resolving fire and life safety problems; Takes appropriate steps to ensure compliance with fire prevention and life safety regulations; Resolves issues with business owners and citizens through education, direction, and enforcement; Learns fire protection, and public education material through on-the-job training and in classroom settings; May participate on District Committees; Work involves extensive public contact with highly independent decision-making, which requires good communication, courtesy, diplomacy, tact, problem-solving methods, and inspection effectiveness; Communicates regularly with the Fire Marshal; Establishes and maintains effective working relationships with property and business owners, coworkers, and the general public; Advises property owners and/or managers of methods to improve life safety and abate fire hazards; Documents violations of laws, ordinances, and safety hazards and communicates with the customer for resolution of the violations; Responds to complaints and questions from citizens; Interprets and explains fire codes and regulations; May testify in court regarding fire inspections, as assigned; Conducts public outreach presentations and training for schools, industry, community partners, including civic organizations, health care facilities, and emergency response agencies etc., as well as classes for fire personnel on fire and building codes and commercial inspections; Instructs and demonstrates fire and life-safety practices; Coordinates scheduling classes, meetings, and training sessions; Prepares written documents, such as community risk assessments, CRR programs, fire inspection and incident reports, summaries for hazardous material operators, business correspondence, and drafts of Fire Prevention policies and procedures; Assists in researching grant opportunities related to Community Risk Reduction; Serves as a back-up public affairs officer on a limited basis; Performs such other tasks necessary to maintain the continuity of the Fire District within the scope of the employee's job (other duties as assigned).

Performs related duties as required.

COMMUNITY RISK REDUCTION SPECIALIST JOB ANNOUNCEMENT

April 14, 2022

Page 3 of 5

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0–24%	25–49%	50–74%	75–100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X
Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing:	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

District Employee Benefits:

Health, dental and vision insurance: District provides 80%, employee 20% of monthly premium. District has a cap of \$1,600 monthly.

Retirement: Non-Safety (Miscellaneous) 2% at 62, (Defined Benefits Plan Pension) – District Contributes 12.72% of Compensation.

Deferred Compensation Plan 457(b) - no District contribution but employee may voluntarily make contributions.

Life Insurance: Employer paid Group Life Insurance and AD&D Insurance.

Employee paid Group Life Insurance, AD&D Insurance and Long-term Disability Insurance.

Vacation Leave: Two weeks per year (80hours)

COMMUNITY RISK REDUCTION SPECIALIST JOB ANNOUNCEMENT

April 14, 2022

Page 4 of 5

Sick Leave: Eight hours a month.

Holidays: Ten District-observed holidays, plus two half days (88 hours) annually.

Minimum Qualifications:

External Candidates:

Education and/or Experience:

College Degree in a related field from an Accredited College (Fire Science, Fire Science Technology, Fire Service Professional, Fire Service/Fire Administration, Code Enforcement, etc.).

And

Prefer a minimum of one (1) year as a Fire Inspector, Code Enforcement Officer or Firefighter. Experience can be gained in various ways, including acting and participation in Inspection Activities.

Valid California Driver License at time of appointment.

Probationary Period:

All appointees to the position of Community Risk Reduction Specialist must successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation, successfully complete twelve monthly probationary evaluations and complete an assigned task book.

COMMUNITY RISK REDUCTION SPECIALIST JOB ANNOUNCEMENT

April 14, 2022

Page 5 of 5

Examination Process:

The exam process will include an application, resume review and oral interview.

Selection Process:

Those candidates that are successful in the above process and placed on a hiring list, will be required to participate in a Fire Chief oral interview, for the final selection.

Selected applicants will be required to:

- Successfully pass an interview
- Complete Personal History Statement and successfully pass a background investigation

Special Requirements:

COVID-19: Newly hired District employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the District.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained throughout the candidate's employment.

Application Submission:

Applications are available at <https://northcentralfire.org/careers/>. A candidate can mail or hand deliver a completed application with supporting documents to North Central Fire Protection District, Personnel Department, 15850 W Kearney Blvd., Kerman CA. 93630. If you have any question please feel free to call (559) 878-4550.