



JOB ANNOUNCEMENT

INTERNAL POSTING

Community Risk Reduction Specialist

Salary Range: \$4,978 - \$6,085/month

Deadline to Apply: May 25, 2026

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.

Key Responsibilities

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

- Preparing instructional materials and training resources, conducting research, and analyzing inspection and community risk data to support fire prevention objectives and community resiliency efforts.
- Coordinates with community partners and stakeholders to implement comprehensive approaches that enhance public safety and community preparedness.
- Requires determining compliance with applicable fire prevention and life-safety laws, codes, and standards.
- Knowledge and proficiency in fire protection systems, public education programs, and code enforcement through on-the-job training, classroom instruction, and continuing professional development. Employees in this classification may participate on District committees and special projects.
- This position involves extensive public interaction and highly independent decision-making requiring strong communication skills, professionalism, diplomacy, tact, effective problem-solving abilities, and sound inspection practices. The CRRS maintains regular communication with the Division Chief and establishes effective working relationships with property owners, business representatives, coworkers, partner agencies, and the general public.
- Additional responsibilities include advising property owners and managers on methods to improve life safety and eliminate fire hazards; documenting violations of laws, ordinances, and safety regulations; communicating corrective actions and compliance requirements; responding to citizen complaints and inquiries; and interpreting and explaining fire codes and regulations.
- Conducts public outreach presentations and training programs for schools, businesses, civic organizations, healthcare facilities, emergency response agencies, and other community groups.
- Prepares a variety of written materials including community risk assessments, CRR program documents, fire inspection and incident reports, hazardous materials summaries, business correspondence, and drafts of Fire Prevention policies and procedures.

- May assist with researching grant opportunities related to Community Risk Reduction initiatives.
- May serve in a limited capacity as a backup Public Affairs Officer.

Ideal Candidate Qualifications

- High School Diploma or GED.
- Within 18 months of appointment complete all required CSFM Inspector courses. Inspector 1 task book shall be completed 2 years after final course is completed.
- Must possess Incident Command System 100, 200, 700, 800;
- Must obtain within three (3) years of hire completion for the following California State Fire Marshal CSFM Fire & Life Safety Educator 1A and CSFM Plans Examiner 1A.
- Valid California Driver License at time of appointment.

District Benefits

- PARS Retirement System – District-participating retirement program.
- Vacation Leave (Full-Time): 40-hour employees with up to five years of service accrue 80 hours (two weeks) of vacation annually.
- Sick Leave (Full-Time): 40-hour employees accrue 8 hours of sick leave per month.
- Holidays: Ten (10) District-observed holidays plus two (2) half-day holidays.
- Health, Dental, and Vision Insurance: The District contributes 80% of the premium, up to a \$1,900 monthly cap; employees pay the remaining 20%.
- Life Insurance: District-provided life insurance coverage.

How to Apply

Applications are available online at www.northcentralfire.org/career-opportunity to begin the submission process.

Applicants must submit:

- A completed District employment application
- A resume detailing relevant experience
- (Optional) A cover letter describing interest in the position

Incomplete applications may not be considered.

The District may close the recruitment at any time once a sufficient number of qualified applications have been received.

This position requires that the individual pass a background check and DOJ live scan.

Applications may be submitted by email, hr@northcentralfire.org, or in person

A resume and all supporting documentation must be submitted at the time of filing.

All questions concerning the examination process should be directed to hr@northcentralfire.org.

North Central Fire Protection District is an Equal Opportunity Employer.