



CITY OF LA VERNE

3660 D Street, La Verne, California 91750

DEPUTY FIRE MARSHAL

Open-Competitive

ANNUAL SALARY:

Step 1	Step 2	Step 3	Step 4	Step 5
\$61,108	\$64,164	\$67,372	\$70,740	\$74,277

Annual salary based on a 36-hour workweek (see hours below)

Excellent benefit package includes up to \$1,700 monthly toward family medical coverage. Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system.

THE POSITION:

Under general direction of the Fire Chief and/or Fire Marshal, the Deputy Fire Marshal manages, plans, directs, and records the daily fire prevention, education, and inspection activities of the Fire Department. This is a uniformed position and may require work on evenings, weekends, holidays, and under hazardous conditions.

HOURS:

Deputy Fire Marshal enjoys a four (4) day workweek with 9-hour shifts; normal schedule is Monday through Thursday, 6:30 a.m. to 4:00 p.m. (closed Fridays).

QUALIFICATIONS:

Any combination of education and/or experience that has provided the required knowledge, skills, and abilities necessary for acceptable job performance as determined by the City is qualifying.

Experience: Equivalent to five full-time years of progressively responsible experience in fire prevention and inspection.

Education: Equivalent to an associate's or higher-level degree from an accredited college with major course work in fire science, fire technology, fire engineering, fire prevention, or a closely related field is highly desirable.

Knowledge of: Principles of fire prevention inspections, relevant laws and enforcement procedures, plan check methods, building construction methods, California Environmental Reporting System (CERS), underground and above ground tank inspections.

Ability to: Maintain effective working relationships while providing exceptional customer service; communicate effectively both orally and in writing; utilize computers and a variety of computer software; plan, organize, and manage multiple comprehensive programs and activities; read and interpret building plans and specifications; enforce applicable code sections as required; exercise sound independent judgment.

LICENSE AND CERTIFICATES:

- A valid California Driver's License and acceptable driving record are required.
- Possession of a CPR certification issued by the American Heart Association or American Red Cross.
- Fire Marshal certifications issued by the Office of the State Fire Marshal are highly desirable.
- Possession of California State Fire Training Fire Investigator 2A and 2B certifications are highly desirable.
- Plans examiner certificate issued by the Office of the State Fire Marshal or International Code Council (ICC) is highly desirable.

BENEFITS:

- Up to \$1,700 monthly toward family medical coverage and dental plan
- Classic PERS members—CalPERS Formula 2.5% @ 55 (Employee contribution 8% annual salary). New CalPERS members: CalPERS Pension Reform Formula 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.8 to 5.0 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long term disability plan
- \$1,700 tuition reimbursement for job-related courses
- \$600 annual uniform allowance

SELECTION PROCESS:	<u>EXAMINATION</u>	<u>WEIGHT</u>
	Written examination (if necessary)	Qualifying
	Appraisal interview	100%
	Background Investigation	Qualifying
	Medical examination (including drug screen)	Qualifying
	Polygraph examination	Qualifying
	Psychological evaluation	Qualifying

All appointments are subject to a 12-month probationary period.

APPLICATION PROCESS: Send letter of interest and résumé via e-mail to hr@cityoflaverne.org or in person to the Personnel Office by 5 p.m., Thursday, February 8, 2018.

FILING DEADLINE: **5 p.m., Thursday, February 8, 2018.**

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract.

Any provision contained in this bulletin may be modified or revoked without further notice.

PERSONNEL OFFICE (909) 596-8726
Website: www.cityoflaverne.org
Equal Opportunity Employer