



# The Fremont Fire Department is Hiring!

## FIRE PREVENTION INSPECTOR

### Recruitment Timeline

**First Review of  
Applications:**  
September 9, 2022  
12:00 p.m. (Noon)

Interested applicants are  
encouraged to apply as soon  
as possible.

**Interviews:**  
Date(s) to be determined  
when a viable number of  
qualified candidates is  
reached.

---

### Compensation & Benefits

Monthly Salary Range:  
\$7,832 - \$9,520

A summary of benefits can  
be viewed online:  
[Benefits Summary](#)

This position is represented by the  
City of Fremont Employees' Association  
(CFEA)

[Apply Here!](#)



### About Us

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 6th on the list of the Greenest Cities in America according to a 2021 Wallet Hub survey and ranking the number 1 Best City in the Nation to raise a family, according to a 2022 survey by Wallet Hub. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 230,000 residents. As a full service City, Fremont employs over 962 regular employees. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

### The Department

The Fire Department is responsible for providing the rapid delivery of fire, medical, rescue, and life safety emergency services within Fremont. Emergency services are delivered through 13 in-service fire companies from 11 strategically located fire stations in the City. Our mission is to prevent and minimize the loss of life and property threatened by the hazards of fire, medical and rescue emergencies, hazardous materials incidents, and disaster situations within the community.

### The Position

As a member of City of Fremont's Fire Department, the Fire Prevention Inspector will perform administrative, inspection, and technical tasks to assist in the implementation and enforcement of various fire and life safety statutes. Specifically, the incumbent will conduct fire and life safety inspections related to the City's Fire Code Compliance and Fire Prevention Programs. In this role, the Fire Prevention Inspector is vital to the mission of the Fire Prevention Division to protect lives and property by reducing the factors which contribute to fires and environmental emergencies. The Fire Prevention Division currently regulates over 5,500 occupancies for compliance with State and locally adopted codes and ordinances.



Human Resources Department  
3300 Capitol Avenue, Bldg. B  
(510) 494-4660 | [humanresources@fremont.gov](mailto:humanresources@fremont.gov)  
[www.fremont.gov/humanresources](http://www.fremont.gov/humanresources)

22FIR09  
Posted: 08/19/2022



## Examples of Job Duties

- Inspect a variety of high occupancy residential, educational, institutional, commercial, industrial buildings and help oversee a large wild land-urban interface to ensure compliance with local, state, and national fire codes, and building, administrative, environmental, or public health codes, as applicable.
- Research codes for application and interpretation to various conditions; explain violations and appropriate mitigation measures.
- Test operation of installed fire extinguishing systems; notify owners, explain, and discuss corrections required.
- Issue citations as may be necessary for continued non-compliance.
- Conducts interviews, field investigations, and site surveillance.
- Assist with the investigation of fires at the discretion of the Fire Marshal.
- Prepare reports and maintain records of fire inspection and investigation work.
- Participate in large scale inspections and investigations with other City personnel or local agencies.
- Review work plans and issue permits for specialized commercial/industrial operations, public fires, and other activities with owners, architects, engineers, and construction managers on resolution of hazards and violations.
- Inspect sites and buildings before construction or alteration to determine practicability of plans, compliance and regulations, and validity of permits.
- To view a complete list of essential functions, please view the class specification.

## Minimum Qualifications

Any combination of education and/or experience that has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education/Experience:** Two years of undergraduate course work from an accredited college or university and two years of experience enforcing codes and ordinances relating to planning, zoning, building, fire, the environment or health and safety, **or** eighteen months of experience as a Code Enforcement Officer I with the City of Fremont.

## **Licenses/Certifications/Special Requirements:**

- Ability to obtain a valid Class C California Driver's License by date of hire is required. Failure to maintain the valid required license shall result in termination of employment.
- Ability to obtain Fire Inspector 1 and Fire Investigator 1 Certifications from the California State Fire Marshal's Office, International Code Council, or equivalent as defined by the Fire Marshal within 1 year of appointment.
- Ability to satisfactorily complete a Penal Code 832 -Laws of Arrest course within 1 year of appointment.

## **Highly desirable:**

- Completion of the California Office of the State Fire Marshal Fire Prevention Inspector courses 1A, 1B, 1C and 1D or their equivalents, and/or ICC California UST Inspector certification is highly desirable.

## Application Process

**How to Apply:** Candidates may apply for this position by submitting a completed **City application, resume and supplemental questionnaire** through the online application system (Government Jobs) at:

<https://www.governmentjobs.com/careers/fremontca>

## **Selection Process**

The process may include individual and/or panel interviews, background investigation, fingerprint check, medical evaluation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

**Reasonable Accommodation:** Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

The City of Fremont is an Equal Opportunity Employer.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

## SUPPLEMENTAL QUESTIONNAIRE

---

The completion of this supplemental questionnaire is required for your application to be considered for the Fire Prevention Inspector position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the Fire Prevention Inspector position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.
  - Yes
  - No
2. Do you have at least two years of undergraduate course work from an accredited college or university?
  - Yes
  - No
3. Do you have at least two years of experience enforcing codes and ordinances relating to planning, zoning, building, fire, the environment or health and safety, or eighteen months of experience as a Code Enforcement Officer I with the City of Fremont?
  - Yes
  - No
4. Do you possess Fire Inspector 1 and Fire Investigator 1 Certifications from the California State Fire Marshal's Office, International Code Council, or equivalent as defined by the Fire Marshal?
  - Yes
  - No, but I acknowledge that I will need to obtain Fire Inspector 1 and Fire Investigator 1 Certifications within one year of hire.
5. Have you satisfactorily completed a Penal Code 832 – Laws of Arrest course?
  - Yes
  - No, but I acknowledge that I will need to satisfactorily complete a Penal Code 832 – Laws of Arrest course within one year of hire.
6. Do you possess a valid Class C California Driver's License?
  - Yes
  - No, but I acknowledge that I must be in possession a valid Class C California Driver's License at the time of hire.
7. Please list any California Office of the State Fire Marshal Fire Prevention Inspector courses (Fire Prevention Inspector courses 1A, 1B, 1C and 1D or their equivalents), and/or ICC California UST Inspector certification that you have completed.