

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, September 18, 2023
8:00 a.m. - Open Session

AGENDA

ROLL CALL

FLAG SALUTE

INVOCATION

Chaplain Keith Roby

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Committee about subjects that do not appear elsewhere on the agenda. The public may address items on the agenda at the time addressed by the Committee.

Due to Board policy and Brown Act requirements, action may not be taken on any issue on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 3 minutes.

MINUTES

1. Minutes - July 10, 2023 - Meeting

OLD BUSINESS - None

NEW BUSINESS

2. TITLE CHANGE FOR ADMINISTRATIVE SECRETARY

The job title of Administrative Secretary has been in existence for over 16 years. Over the last few years, many agencies have changed or eliminated the job title of Secretary given that this title is somewhat dated. The common title is now commonly referred to as Administrative Assistant.

3. TITLE CHANGE FOR AUXILIARY WORKER

The job description and title for Auxiliary Worker has been in existence for over 15 years. Over time, the title has morphed into something different based on the duties and responsibilities of the position. Management staff has consulted with members of the Support Services division. After some discussion, it was decided by staff to propose a change in the job title from Auxiliary Worker to Support Services Technician.

4. AMENDING THE FIRE INSPECTOR JOB CLASSIFICATION

The Fire Marshall worked with Human Resources to amend the job description for Fire Inspector. A red-line version showing the changes is attached to this report. The job description was last amended on July 24, 2007. Since then, there have been changes to the duties and responsibilities of the position along with industry-wide changes that need to be reflected in the job description and updating language that reflect the current needs of the Community Risk Reduction Division. One significant change is to eliminate the language that pertains to the duties that are now assigned to the Public Information Officer.

ADJOURNMENT

I, Angela Robles, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m., on Friday, September 15, 2023.

Angela Robles

Angela Robles, Clerk of the Board

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - July 10, 2023 - Meeting

ATTACHMENTS:

Minutes - July 10, 2023 - Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, July 10, 2023
9:30 a.m. Committee Meeting

MINUTES

CALLED TO ORDER

Director Ramos-Evinger called the meeting to order at 9:30 a.m. She explained the process for members of the public to participate in the meeting and provide public comment.

ROLL CALL

Director Sarah Ramos-Evinger
Director Tom Haughey
Fire Chief Dave Williams
Human Resources Director Anthony Arroyo
Clerk of the Board Angela Robles

FLAG SALUTE

Director Ramos-Evinger led the flag salute.

INVOCATION

Chaplain Keith Roby provided the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles stated that there were no changes.

PUBLIC COMMUNICATIONS

There were no requests to speak.

MINUTES

1. Minutes – August 29, 2022 Meeting

The Committee agreed to file the minutes as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. ALTERNATIVE DISPUTE RESOLUTION (ADR) AGREEMENT

Purpose is for the Human Resources Committee to review the final draft of the Alternative Dispute Resolution (ADR) agreement between the Chino Valley Fire District and the Chino Valley Professional Association (CVPF). There are no costs associated with the approval of the ADR.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo provided a summary of the staff report and overview of the ADR program for fire safety personnel. He reported the ADR program aims to expedite the provision of workers compensation benefits, minimize workdays lost, and accelerate physician visits. Additionally, it is expected to result in cost reduction. After obtaining approval from the full Board of Directors, the ADR agreement will be put to a vote by the CVPF. Upon completion of the voting process, the agreement will be submitted to the California Department of Industrial Relations, Workers Compensation Division for approval.

Director Ramos-Evinger asked if there was public comment.

There was no request from the public to speak on this item.

Director Ramos-Evinger asked for Committee comments.

In response to questions from the Committee Members, Director Arroyo explained that representatives from CVFP proposed the implementation of an ADR program and expressed their approval for it.

The Committee expressed support for an ADR program that would improve the efficiency of connecting with physicians.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

ADJOURNMENT

The meeting was adjourned at 9:38 a.m.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: SEPTEMBER 18, 2023

TO: HUMAN RESOURCES COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: TITLE CHANGE FOR ADMINISTRATIVE SECRETARY

PURPOSE:

The job title of Administrative Secretary has been in existence for over 16 years. Over the last few years, many agencies have changed or eliminated the job title of Secretary given that this title is somewhat dated. The common title is now commonly referred to as Administrative Assistant.

DISCUSSION:

Management staff has discussed the proposed change in title with the three current Administrative Secretary incumbents. All agree with the change to Administrative Assistant. The proposed title change does not have a financial impact. Teamsters have been notified of the proposed change and are in agreement.

The job title change is also proposed for the “Administrative Secretary (Confidential)” classification. Currently, there are no incumbents in this this job classification. The proposed title would be “Administrative Assistant (Confidential).”

RECOMMENDATION:

It is recommended that the HR Committee support the changes to the two job titles mentioned above and authorize this item to be presented to the Board of Directors at the October 11, 2023 meeting.

ATTACHMENTS:

Administrative Secretary - Confidential Redline Draft
Administrative Assistant - Redline Draft



Chino Valley Fire District Position Classification

Administrative SecretaryAssistant - Confidential

Position Summary

Under general supervision, the Administrative SecretaryAssistant performs a variety of difficult and complex secretarial administrative tasks and duties ~~and administrative tasks~~ in support of management staff and District activities, including work of a confidential nature, and performs related duties as required.

This position is designated confidential in accordance with Government Code 3507.5 and is assigned to the Clerk of the Board/Administration Manager.

The Administrative SecretaryAssistant is a multi-position classification and positions within this classification may be designated confidential in accordance with Government Code 3507.5. While each position is assigned to a primary Division or workgroup, all positions may be called upon to assist, or assume the duties in another area of assignment.

Essential Job Functions

The following are the duties performed by employees in this classification, and incumbents may perform some or all of these functions. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.

- Provides direct secretarial administrative support to one or more management staff members.
- Performs a variety of clerical tasks including typing, proofreading, filing, and editing.
- Establishes and/or maintains files, filing systems, and record keeping procedures.
- Operates a variety of office equipment including computers and supporting software.
- Prepares, sorts, files, and/or processes a variety of documents and records according to established procedures.
- Schedules and makes necessary arrangements for meetings; schedules appointments; maintains calendars.
- Prepares materials for a variety of meetings such as agendas, reports, and agenda packets.
- Attends and takes minutes at meetings; may transcribe dictation.
- Prepares, maintains, and produces a variety of correspondence, forms, documents, and files including items of a confidential and sensitive nature.
- Conducts research and compiles information for the preparation of reports and related documents.
- Makes travel arrangements and produces and maintains travel itineraries.
- Receives, assists and directs customers and visitors.
- Reviews, sorts and distributes incoming mail in accordance with standard procedures.
- Responds to inquiries from the public and District staff regarding District programs, procedures, activities, and other matters requiring an in-depth knowledge of the District.
- Orders and maintains supplies and materials.
- Assists in budget preparation by compiling and processing budget related documents; monitors expenses and/or revenues; prepares invoices for payment; handles petty cash.
- Supervises, trains and evaluates other clerical and auxiliary support staff, and directs and/or assists others in the performance of related tasks.
- Performs related duties as assigned.

Administrative ~~Secretary~~Assistant Position Classification

Qualifications

Knowledge of:

- Modern office methods and procedures.
- Principles and practices of business correspondence.
- Methods and techniques of developing and implementing filing systems.
- Methods and techniques of collecting and compiling data and information.
- Reception techniques and telephone etiquette.
- Operational characteristics of a variety of office equipment.
- Principles of lead supervision and training.
- Clear and effective writing techniques including correct English usage, grammar, spelling, vocabulary and punctuation.

Ability to:

- Prepare a variety of documents requiring specialized typing and/or use of Microsoft computer software programs such as Word, Excel, PowerPoint and Access.
- Operate a variety of office equipment.
- Type at a speed necessary for the successful performance of duties, preferably at a rate of 60 net words per minute.
- Learn, interpret, explain, and appropriately apply District policies and procedures.
- Communicate effectively both orally and in writing, and understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships.
- Act as liaison between manager and other staff, transmitting messages and requests as needed.
- Maintain confidentiality of information.
- Work and act independently, including organizing and implementing projects with minimal instruction in accordance with established policies and procedures.
- Conduct research and gather data.
- Plan and coordinate.
- Prepare and maintain accurate reports and records.
- Anticipate and analyze problems and identify solutions.

Education and Experience Requirements:

Education:

- Equivalent to completion of High School supplemented by college-level coursework in secretarial science, typing and/or office management.
- Possess and maintain a Class C California driver's license and satisfactory driving record.

Experience:

- Three years increasingly responsible ~~secretarial~~administrative assistant experience.

Physical Profile

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.

**Administrative SecretaryAssistant Position
Classification**

- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; frequent periods of working alone.
- Environmental – frequent exposure to computer screens and noise.

FLSA Status: Non-exempt
Date Approved: July 26, 2005
Revision Date: September 14, 2015
Amended (?) Oct. 11, 2023



Chino Valley Fire District Position Classification

Administrative Secretary Assistant

Position Summary

Under general supervision, the Administrative Secretary Assistant performs a variety of difficult and complex secretarial-administrative tasks and duties and administrative tasks in support of management staff and District activities, including work of a confidential nature, and performs related duties as required.

The Administrative Secretary Assistant is a multi-position classification and positions within this classification may be designated confidential in accordance with Government Code 3507.5. While each position is assigned to a primary Division or workgroup, all positions may be called upon to assist, or assume the duties in another area of assignment.

Essential Job Functions

The following are the duties performed by employees in this classification, and incumbents may perform some or all of these functions. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.

- Provides direct secretarial-administrative support to one or more management staff members.
- Performs a variety of clerical tasks including typing, proofreading, filing, and editing.
- Establishes and/or maintains files, filing systems, and record keeping procedures.
- Operates a variety of office equipment including computers and supporting software.
- Prepares, sorts, files, and/or processes a variety of documents and records according to established procedures.
- Schedules and makes necessary arrangements for meetings; schedules appointments; maintains calendars.
- Prepares materials for a variety of meetings such as agendas, reports, and agenda packets.
- Attends and takes minutes at meetings; may transcribe dictation.
- Prepares, maintains, and produces a variety of correspondence, forms, documents, and files including items of a confidential and sensitive nature.
- Conducts research and compiles information for the preparation of reports and related documents.
- Makes travel arrangements and produces and maintains travel itineraries.
- Receives, assists and directs customers and visitors.
- Reviews, sorts and distributes incoming mail in accordance with standard procedures.
- Responds to inquiries from the public and District staff regarding District programs, procedures, activities, and other matters requiring an in-depth knowledge of the District.
- Orders and maintains supplies and materials.
- Assists in budget preparation by compiling and processing budget related documents; monitors expenses and/or revenues; prepares invoices for payment; handles petty cash.
- Supervises, trains and evaluates other clerical and auxiliary support staff, and directs and/or assists others in the performance of related tasks.
- Performs related duties as assigned.

Administrative Secretary Assistant Position Classification

Qualifications

Knowledge of:

- Modern office methods and procedures.
- Principles and practices of business correspondence.
- Methods and techniques of developing and implementing filing systems.
- Methods and techniques of collecting and compiling data and information.
- Reception techniques and telephone etiquette.
- Operational characteristics of a variety of office equipment.
- Principles of lead supervision and training.
- Clear and effective writing techniques including correct English usage, grammar, spelling, vocabulary and punctuation.

Ability to:

- Prepare a variety of documents requiring specialized typing and/or use of Microsoft computer software programs such as Word, Excel, PowerPoint and Access.
- Operate a variety of office equipment.
- Type at a speed necessary for the successful performance of duties, preferably at a rate of 60 net words per minute.
- Learn, interpret, explain, and appropriately apply District policies and procedures.
- Communicate effectively both orally and in writing, and understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships.
- Act as liaison between manager and other staff, transmitting messages and requests as needed.
- Maintain confidentiality of information.
- Work and act independently, including organizing and implementing projects with minimal instruction in accordance with established policies and procedures.
- Conduct research and gather data.
- Plan and coordinate.
- Prepare and maintain accurate reports and records.
- Anticipate and analyze problems and identify solutions.

Education and Experience Requirements:

Education:

- Equivalent to completion of High School supplemented by college-level coursework in secretarial science, typing and/or office management.
- Possess and maintain a Class C California driver's license and satisfactory driving record.

Experience:

- Three years increasingly responsible secretarial-administrative assistant experience.

Physical Profile

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.

**Administrative Secretary Assistant Position
Classification**

- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; frequent periods of working alone.
- Environmental – frequent exposure to computer screens and noise.

FLSA Status: Non-exempt
Date Approved: July 26, 2005
Amended (?) Oct. 11, 2023

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: SEPTEMBER 18, 2023

TO: HUMAN RESOURCES COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: TITLE CHANGE FOR AUXILIARY WORKER

PURPOSE:

The job description and title for Auxiliary Worker has been in existence for over 15 years. Over time, the title has morphed into something different based on the duties and responsibilities of the position. Management staff has consulted with members of the Support Services division. After some discussion, it was decided by staff to propose a change in the job title from Auxiliary Worker to Support Services Technician.

DISCUSSION:

This will provide for a more specific job title that corresponds to the duties of the position. The title of Auxiliary Worker seems to exist only within the Chino Valley Fire District. The title is vague and does not reflect what is required of the position. The proposed title of Support Services Technician will clearly identify where the job title is assigned and correctly identifies the role of the position. Teamsters representatives have been consulted regarding the change and the group is in agreement.

The proposed title change does not have a financial impact.

RECOMMENDATION:

It is recommended that the HR Committee support the change in the job title of Auxiliary Worker to Support Services Technician and authorize this item to be presented to the Board of Directors at the October 11, 2023 meeting.

ATTACHMENTS:



Chino Valley Fire District Position Classification

Auxiliary Worker Support Services Technician

Position Summary

Under direct supervision, the Auxiliary Worker Support Services Technician position performs a variety of routine administrative and field duties in support of District operations.

The Auxiliary Worker Support Services Technician position is a multi-class position and may be employed on either a full-time or part-time basis. The work schedule may be varied, and may require incumbent to work after normal working hours, or on weekends and holidays.

Essential Job Functions

The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.

- Assists with coordination of the maintenance and/or repair of District vehicles; tracks mileage, maintains maintenance records and schedules routine maintenance; performs unskilled maintenance or repair duties such as checking fluids, tire pressures and related tasks.
- Assists with emergency field incident support; receives direction from field command staff.
- ~~Oversees the activities of correctional work release workers who are directly accountable to others; in these instances, the correctional work release workers are typically performing general maintenance and custodial duties that would otherwise be assigned to the Auxiliary Worker Support Services Technician.~~
- Performs general maintenance duties, including but not limited to, cleaning, painting, and moving furniture and equipment.
- Picks-up and delivers a variety of items.
- Stocks supplies at all District facilities.
- Collects and distributes mail to all District and other public facilities.
- Delivers agenda packets and other Board of Directors related documents.
- Sets-up and breaks-down for special events, and for routine and special meetings and training classes.
- Collects, prepares and sets-up equipment and materials.
- Performs other duties as required.

Qualifications

Knowledge of:

- California driving rules and regulations.

Ability to:

- Safely operate various types of motor vehicles including the ability to tow a trailer behind a vehicle.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships.
- Work independently and exercise good judgment.
- Communicate clearly and concisely.
- Periodically respond to callback duty after normal working hours, weekends and holidays.
- Meet the physical standards established by the District.

Education and Experience Requirements

Education:

- Equivalent to graduation from high school.
- Possession and maintenance of a Class C California driver's license and satisfactory driving record. Class B California driver's license is desirable.

Experience:

- Two (2) years driving experience desirable.

Physical Profile

Work is performed both outdoors and in a typical office environment and requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb with the following characteristics:

- Mobility – frequent; frequent sitting, standing and/or walking for long periods of time; occasional bending, squatting, lifting, carrying, pushing, pulling, climbing and walking on uneven surfaces, or surfaces that may be slippery from fire or water damage.
- Lifting – frequent lifting up to 50 pounds; occasional lifting up to 75 pounds; frequent lifting, pushing and/or carrying of objects weighing up to 50 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work as well as driving and other distance related activities; identification and distinguishing of colors and depth.
- Dexterity – frequent repetitive motion; occasional writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological – frequent public and/or co-worker contact; occasional working alone.
- Environmental – frequent exposure to all types of weather conditions and marked changes in temperatures; potential inhalation or contact with smoke, vapors, dust or gasses; possible exposure to potentially harmful chemical or biological agents; frequent exposure to computer screens and noise.

FLSA Status: Non-exempt
Date Approved: April 12, 2006

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: SEPTEMBER 18, 2023

TO: HUMAN RESOURCES COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: AMENDING THE FIRE INSPECTOR JOB CLASSIFICATION

PURPOSE:

The Fire Marshall worked with Human Resources to amend the job description for Fire Inspector. A red-line version showing the changes is attached to this report. The job description was last amended on July 24, 2007. Since then, there have been changes to the duties and responsibilities of the position along with industry-wide changes that need to be reflected in the job description and updating language that reflect the current needs of the Community Risk Reduction Division. One significant changes is to eliminate the language that pertains to the duties that are now assigned to the Public Information Officer.

DISCUSSION:

In addition to the above, the names of the certificates required of the position have changed since the job description was last amended. The new certificate titles are reflected in the proposed changes.

The proposed changes are sought prior to the recruitment for the vacant Fire Inspector position opens. All interested candidates will have a clear understanding of what required of the position.

RECOMMENDATION:

Staff recommends the HR Committee approve the changes; the revised job description will be presented to the Board of Directors on October 11 so that the recruitment can open to fill the vacant Fire Inspector position.

ATTACHMENTS:



Chino Valley Fire District Position Classification

Fire Inspector

Position Summary

Under general supervision, the Fire Inspector position performs a variety of complex fire prevention, inspection, and code enforcement duties for residential, industrial and commercial establishments; conducts cause and origin fire investigations; ~~oversees~~ ~~conducts~~ ~~vegetation management activities~~; conducts fire prevention and education programs; ~~performs public information duties~~; and performs related duties as required. Duties performed may require incumbent to respond to callback duty after normal working hours, or on weekends and holidays.

Commented [DB1]: At one time an inspector had more of an oversight role to our weed abatement program; however, that was changed and oversight was given to the DFM

Commented [DB2]: Prior to the district having a PIO position, the duties of PIO were an assignment of an inspector; however, that has not been the case since the recruitment/hiring of the PIO position.

Essential Job Functions

The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.

- Enforces provisions of the ~~International~~ Fire Code, codes relating to hazardous materials, and other related codes, regulations, laws, ~~and~~ ordinances ~~and standards~~.
- Conducts fire and life safety inspections of ~~buildings various occupancies and fire protection systems/equipment~~ for compliance with the ~~International~~ Fire Code including, but not limited to, identification of potential fire hazards, proper operation ~~and maintenance~~ of fire suppression ~~protection and life safety~~ devices/equipment, adequacy of ~~means of egress, fire escapes and exits~~, hazardous materials and processes, and public assemblies; determines the corrective actions required to comply with codes, as appropriate.
- Conducts inspections of new construction and building alterations for compliance with approved plans, including but not limited to requirements related to fire sprinklers, water supply, access, ~~means of egress/exits, high-piled storage~~ and fire alarms.
- Prepares and issues correction notices and citations for code violations; reports violations of laws, ordinances, and safety standards to the Deputy Fire Marshal.
- Conducts follow-up inspections to insure corrections have been made and hazards are eliminated.
- Conducts cause and origin investigations of structural, vehicle and open space fires as assigned.
- Conducts inspections ~~of open areas~~ for compliance ~~related to the Fire Districts Vegetation Management program with weed abatement regulations~~.
- Confers with, and advises architects, engineers, attorneys, developers, and the public regarding fire code related ordinances, fire prevention and ~~weed abatement/vegetation management, as assigned~~.
- Conducts business license inspections, and reviews and monitors business practices to ensure compliance with current fire and life safety codes.
- Assists ~~the Deputy Fire Marshal~~ in reviewing existing fire prevention policies, ~~standards~~ and regulations, ~~as assigned~~.
- Conducts and participates in ~~fire prevention various~~ training.
- Develops ~~and~~, conducts ~~and oversees~~ fire prevention, emergency preparedness, and safety education activities, including preparation of informational materials; classroom and community group presentations; and attendance and speaking at public events, ~~as assigned~~.
- ~~Coordinates and conducts, or provides assistance at, Participates in~~ special events such as Fire Prevention Week activities, ~~CHIEFS-Chino Valley Fire~~ Foundation

activities, Fire District Open House and other community events.

Fire Inspector Position Classification
Page 2 of 4

- ~~Performs public information activities including responding to incidents; preparing and disseminating information to the media such as press releases and public service announcements; and developing general District informational materials such as the Annual Report and Newsletter.~~
- Prepares and maintains inspection reports, records, daily log, technical information, statistical data, and investigation reports and correspondence.
- Makes court appearances as needed.

Commented [DB3]: These are functions under the PIO job description

Qualifications

Knowledge of:

- Principles, systems, procedures, practices, and methods employed in fire prevention, inspection, public education, and municipal government.
- Fire, Life Safety, Building, and State Codes; National Fire Standards, and Fire District Standards.
- Provisions of California Penal Code, and California Health and Safety Code.
- Principles, practices and techniques used in the investigation of the cause and origin of fires.
- Modern office practices and equipment, including use of personal computers and Microsoft and other specialized software applications.
- Report writing and record keeping practices and methods.
- Basic mathematics, English grammar, spelling and punctuation.
- District policies and procedures.
- Modern firefighting methods and practices.

Ability to:

- Perform inspections of a technical and complex nature on a variety of facilities and building types.
- Read and interpret ~~architectural and~~ engineering plans, blueprints and specifications.
- Conduct research related to codes, regulations and laws and make effective recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Produce and present comprehensive oral and written materials.
- Develop and maintain positive, professional, and cooperative working relationships with co-workers, engineers, developers, contractors, community groups, media representatives, public officials, and the public.
- Diplomatically secure voluntary compliance with code requirements.
- Provide courteous and prompt customer service to the public and District staff.
- Operate audio/visual and photographic equipment.
- Coordinate and conduct educational programs relating to fire prevention.
- ~~Work independently and exercise good judgment.~~
- Understand, explain and apply policies and procedures.
- Develop, design and prepare pamphlets, brochures and presentations on fire safety.
- Periodically respond to callback duty after normal working hours, weekends and holidays within 60 minutes after receiving notification.
- Meet the physical standards established by the District.

Commented [DB4]: This is true; however, can we add an additional bullet point related to being a part of a team. Under physical profile, there is a bullet point that reads "Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone". Because of the "frequent co-worker contact" I interpret that to be being a part of a team, so I think having a bullet point here or verbiage in this bullet point to include that would be great.

Education and Experience Requirements

Education:

- Equivalent to graduation from high school, supplemented by college level courses in fire prevention or fire technology.

Commented [DB5]: Can we change this to be "a reasonable timely manner" or just simply exclude the verbiage?

The specific time limitation can not be met at times of high traffic, etc. and technically would limit where someone should be living.

Fire Inspector Position Classification
Page 3 of 4

- Possession and maintenance of a Class C California driver's license and satisfactory driving record.
- Current qualification under PC 832 Arrest Course requirements, or ability to obtain within 11 months.
- California State Fire Marshal Fire Prevention Officer Inspector I certificate is highly desirable.

Experience:

- One (1) year of experience in fire or building inspection activities and/or completion of either of the following:
 - › AS Degree in Fire Science/Technology or related field
 - › CA State Fire Marshal Prevention Fire Inspector 1A, 1B, 1C and 1D, and five (5) core Fire Science/Technology courses (*Fire Protection Organization; Fire Prevention Technology; Fire Protection Equipment and Systems; Building Construction for Fire Protection; Fire Behavior and Combustion*)

Physical Profile

Work is performed both outdoors and in a typical office environment and requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting, standing and/or walking for long periods of time; occasional bending, squatting, lifting, carrying, pushing, pulling, climbing and walking on uneven surfaces, or surfaces that may be slippery from fire or water damage.
- Lifting – occasional lifting up to 50 pounds; frequent lifting, pushing and/or carrying of objects weighing up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work as well as driving and other distance related activities; identification and distinguishing of colors and depth.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone.
- Environmental – frequent exposure to all types of weather conditions and marked changes in temperatures; potential inhalation or contact with smoke, vapors, dust or gasses; possible exposure to potentially harmful chemical or biological agents; frequent exposure to computer screens and noise.

FLSA Status: Non-exempt
Date Approved: July 26, 2005
Date Updated: July 24, 2007