City of Sacramento

Fire Prevention Officer Trainee

SALARY	$28.99 - $30.44 Hourly $2,318.92 - $2,434.87 Biweekly $60,291.89 - $63,306.49 Annually	**LOCATION**	Sacramento, CA
JOB TYPE	Full-Time Career	**JOB NUMBER**	005064-24-FD
DEPARTMENT	Fire	**DIVISION**	Prevention
OPENING DATE	04/10/2024	**CLOSING DATE**	4/24/2024 11:59 PM Pacific

THE POSITION

Learns to perform entry-level Fire Prevention work including inspections, complaint investigations, and public information duties.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class of the Fire Prevention Officer series. Incumbents are required to undergo a comprehensive training program designed to qualify them for advancement to Fire Prevention Officer I.

SUPERVISION RECEIVED

Immediate supervision is provided by a Senior Fire Prevention Officer. Functional and technical supervision may be provided by a Fire Prevention Officer II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

TYPICAL DUTIES

Duties may include, but are not limited to, the following:
Learns to:
- Read, interpret, and enforce Federal, State, and City Fire Prevention and Life-Safety codes and regulations.
- Perform detailed inspections of buildings and facilities for compliance with pertinent codes and regulations.
- Investigate complaints or allegations of code violations and instruct residents or owners on required corrections.
- Provide information to the public on Fire Prevention and Fire Safety measures.
- Prepare detailed factual reports of inspections and investigations.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual.

QUALIFICATIONS

Knowledge of:

- Basic arithmetic and simple calculations.
- General courtesy in dealing with the public.

Ability to:

- Understand and follow oral and written instructions.
- Learn to perform the specified as well as related duties.
- Establish and maintain cooperative working relationships with Fire Department personnel and others encountered in the course of work.

Education:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possession of a High School Diploma or equivalent G.E.D. certificate and completion of fifteen (15) semester units from an accredited college or university.
Trainees will be required to complete an additional nine (9) units of Fire Technology courses from an accredited college or university prior to advancement into the Fire Prevention Officer I classification.

PROOF OF EDUCATION
Should education be used to qualify for this position, then proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. **Evaluation of education records will be due at time of appointment.**

Training:

Trainees must agree to complete a twelve (12) month mandatory training program comprised of classroom, on-the-job, home-study and community college training in Fire Science, Fire Prevention and Life-Safety Law, Inspection Techniques, Public Relations, Report Writing, Record Keeping, and related subjects. Failure to satisfactorily complete the training program within the twelve-month mandatory training period (probationary period) will be cause for termination.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Loss of the Class C License is cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

PROBATIONARY PERIOD

Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

 1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:

    - If applicants do not list current and/or past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).**
    - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.

- Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted online with your application. Proof of education **will be required at time of appointment.**
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- If you're requesting Veteran's credit, a copy of your DD214 must be submitted online with your application or emailed to the Employment Office by the final filing deadline. Information regarding the use of Veteran's credit can be found in the Civil Service Board rules under rule 4.9C. (Download PDF reader)
- Applicants are responsible for attaching a copy of their DD214 to each position for which they apply.

2. Training and Experience Exam: (Weighted 100%) – The questions located at the end of the application are the Training and Experience (T&E) Exam.Responses to the T&E questions will be rated and scored. This exam will evaluate the relevance, level, and progression of a candidate's education, training and experience. The exam score will determine your ranking on the eligible list for this job. When completing the T&E questions, please note:

- Responses to the T&E questions must be submitted online; paper questionnaires will not be accepted.
- A resume will not substitute for the information required in the T&E questions.

3. Eligibility: Candidates who pass the Training and Experience Test will be placed on the eligible list. The hiring department may contact candidates for interview at any time during the life of the one-year list. Candidate's eligibility expires one year from the date of notification of a passing score for the Fire Prevention Officer Trainee examination.

4. Screening Committee: (Pass/Fail)– All candidates that pass the examination and are in one of the top three ranks will have their application forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass Live Scan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:
 For questions concerning this job announcement and the application process:

- Please visit https://www.governmentjobs.com/Home/ApplicationGuide for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.

- Visit the City of Sacramento Human Resources Department website at https://www.cityofsacramento.gov/HR/employment;
- Send an email to employment@cityofsacramento.org; or
- Call the Human Resources Department at (916) 808-5726

Agency

City of Sacramento

Address

915 I Street
Historic City Hall
Sacramento, California, 95814-2604

Phone

(916) 808-5726

Website

http://portal.cityofsacramento.org/HR

Fire Prevention Officer Trainee Supplemental Questionnaire

*QUESTION 1

APPLICATION: I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week). Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions:**
https://www.cityofsacramento.gov/HR/employment

○ Yes

*QUESTION 2

PROOF OF EDUCATION: To qualify for this classification you may use any combination of education and/or experience as listed to provide required knowledge, skills, and abilities. I understand proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with my application and **will be required at the time of appointment if I am using education to qualify for this position.** Please refer to the City of Sacramento's Proof of Education Requirements (*https://www.cityofsacramento.gov/HR/employment*) for information on accepted documentation.

○ Yes

*QUESTION 3

EDUCATION CONFIRMATION: If I am using education to qualify for this position, I attest I possess or will possess the following level of education by time of appointment if I am selected for this position.

○ No units from an accredited college or university

○ Less than 30 semester or 45 quarter units from an accredited college or university

○ 30 semester or 45 quarter units from an accredited college or university

○ 60 semester or 90 quarter units from an accredited college or university

○ Associates Degree

○ 90 semester or 135 quarter units from an accredited college or university

○ Bachelors Degree

○ Masters Degree

○ Doctorate

*QUESTION 4

TRAINING AND EXPERIENCE EXAMINATION: The following questions are the Training and Experience (T&E) Examination. In addition to the City of Sacramento employment application, applicants must complete and submit online responses to the T&E questions. This exam will evaluate the relevance, level, and progression of a candidate's education, training and experience. Therefore, your responses to the supplemental questionnaire should be thorough and complete because the exam score will determine your ranking on the eligible list for this job. In accordance with the City of Sacramento's Racial and Gender Equity Action Plan (RGEAP), this examination contains non-binary names and pronouns. For additional information regarding the City's RGEAP, please copy and paste the following link into a web browser: http://www.cityofsacramento.org/-/media/Corporate/Files/CMO/City-of-Sacramento-RGEAP-v810012020.pdf?la=en **I understand and agree to the above instructions.**

○ Yes

*QUESTION 5

Select all the boxes that best describe how you ensure you understand instructions received by phone or in-person to carry out tasks.

○ Repeating instructions

○ Taking notes

○ Giving an example to confirm accuracy

○ Asking clarifying questions

○ Performing part of the task and confirming it is accurate before proceeding

○ None of the above

* Required Question