



DEFENSIBLE SPACE INSPECTOR - TRAINEE

(Non-Safety)

Definition:

Under close supervision, to perform defensible space maintenance-inspections in accordance with Public Resources Code §4291: Maintain a Defensible Space, Title 14 CRR §1299: Fire Hazard Reduction Around Buildings and to perform related work as assigned. This is a temporary position, serving under the direction of the Deputy Fire Marshal.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid California C Driver's License.
- Possess a high school diploma, GED equivalency, or high school proficiency certificate.

Desirable Qualifications:

- Completion of California State Fire Training - Fire Inspector 1A, 1B, 1C, and 1D (course work).

Typical Duties:

50% - Defensible Space Inspections

- Plan, schedule and conduct inspections of private property within the State Responsibility Area to ensure Public Resources Code Section 4291 (Defensible Space) compliance for persons who own, lease, control, operate or maintain a building or structure in, upon or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands or land that is covered with flammable material.

- Make contact with landowners/residents/tenants to provide education on Defensible Space requirements and wildland fire safety/preparedness.
- Implement the inspection plan to efficiently cover the targeted areas and maximize public contact through Defensible Space inspections.

30% - Defensible Space Inspection Documentation

- Utilize specified Departmental forms to document inspection results.
- Schedule and conduct re-inspections on property where necessary to ensure compliance with the law.
- For non-compliant properties, identify the need for appropriate enforcement action and notifies the Fire Prevention Bureau of such.

15% - Report Writing and Records Management

- Receive, read and review all documents related to Defensible Space inspections. Prepares and writes clear, concise and complete documents which include: Inspection Schedule, Notice of Fire Hazard Inspection, inspection completions, re-inspections and records of total number of inspections.
- Maintain orderly files for Departmental use containing all work completed.
- Utilize computers, GPS units, digital cameras and other digital devices, as needed.
- Documents to be reviewed and approved by supervisor.

5% - Other Duties

- Completes required training.
- Other duties, as assigned.

Knowledge and Abilities:

- Successful completion of required training, as a condition of employment.
- Interact successfully with the public.
- Explain and apply regulations and procedures in varying situations.
- Problem solving skills.
- Prepare clear and concise reports.

- Maintains orderly records and files.
- Review documents for completeness, accuracy, appropriate authorization and compliance with regulations and procedures.
- Represent the District in meetings with other entities.
- Able to work nights, weekends or holidays to complete duties.
- Basic principles of code enforcement and application of inspection and code enforcement references.
- Office administration practices and procedures, including records management and the operation of standard office equipment.
- Implementation of Microsoft Office 365 applications and cloud-based software.
- Implementation of ArcGIS data collection applications.
- Defensible Space Inspections, Inspection Documentation, Report Writing, Records Management, and Training.
- Plans, schedules and conducts inspections of private property within the State Responsibility Area to ensure compliance with Public Resources Code §4291, and Title 14 CCR §1299.
- Implements the Defensible Space Inspection and Enforcement Plan while increasing community awareness, knowledge, and actions necessary to protect property and life from wildfire.
- Documents needed corrections and notifies the property owner with a written notice or letter. Schedules a re-inspection to clear violations or initiates enforcement actions, where the wildfire risks were not adequately reduced.
- Identifies Hillside Homes as target hazards where steep slopes prevent safe access/egress from lower floors, as defined by the Firescope Guidance – *ICS-501 Hillside Structure Fires-2017*.