



Central Arizona Fire and Medical Authority
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ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

FIRE INSPECTOR APPRENTICE

The Central Arizona Fire and Medical Authority (CAFMA) is now accepting internal and external applications for the position of Fire Inspector Apprentice. The position is in Prevention Pay Range 2, with a starting wage of \$17.55 per hour.

DISTINGUISHING FEATURES OF WORK: The Fire Inspector Apprentice is an entry-level position which participates in an on-the-job training program to learn to independently perform inspection duties. Close supervision is initially received from the Assistant Fire Marshal, who coordinates the employee's training through the Fire Inspector classification. As training and experience progress, a Fire Inspector Apprentice is expected to exercise increased skill, judgment, and independence in completing assignments. Employees in this class will on occasion be required to work evenings or weekends for special events and may be subject to stand-by and call-out. The Fire Inspector Apprentice will be eligible to progress through a non-competitive, criteria-based promotional process to achieve the Fire Inspector classification, which is required after 2 years on the job.

This is a full-time, 40 hour-per-week non-exempt position; the work schedule consists of four (4) 10-hour days, Monday through Thursday. Overtime may be required on an occasional basis. This is a non-tobacco use position. This position participates in the Arizona State Retirement System, which requires a mandatory contribution.

To be considered for this position, a completed application must be submitted to CAFMA by the deadline of Wednesday, July 24, 2019, at 5:00 p.m. Only complete applications will be evaluated. Only the highest ranking applicants will be chosen to continue with the selection process, based on their education, actual experience, and background as indicated on their applications.

Applicants chosen to proceed in the selection process can expect a skills assessment exercise and an oral interview panel. Applicants selected to participate in the testing process will be notified by telephone or mail of the specific dates, times and locations of testing activities. It is anticipated that the written test will be conducted during the week of July 29, 2019.

CAFMA will conduct an extensive employment background check on the candidate receiving a job offer. The final candidate must complete a fingerprint background check to assess criminal history at both the state and federal level. A motor vehicle record check will also be performed. Additionally, the final candidate will be required to submit to a pre-employment drug test, and will be required to pass a psychological examination determining fitness for duty. Candidates must be insurable by the District's insurance carrier, and possess or be able to obtain a valid Arizona driver's license at time of appointment.

Applications are available at CAFMA Headquarters, 8603 E. Eastridge Dr., Prescott Valley, Arizona, between 8:00 a.m. and 5:00 p.m. Monday through Thursday, or on the District's website at www.cazfire.org. Applications must be **received** by Wednesday, July 24, 2019 at 5:00 p.m. in order to be considered. Applications will be accepted in person or via regular mail. **FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** For questions, please contact Patty Brookins, HR Manager, at (928) 772-7711, ext 3023.

PLEASE NOTE: CAFMA will provide reasonable accommodations in order for an otherwise qualified applicant with a disability to participate in any phase of the selection process. Please notify CAFMA if accommodation is requested.

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER



CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY

The Central Arizona Fire and Medical Authority (CAFMA), the first Fire Authority in the State of Arizona, was formed through an Intergovernmental Agency Agreement between the Central Yavapai and Chino Valley Fire Districts on October 15, 2015. Full integration as one agency, CAFMA, occurred on July 1, 2016. Our organization is guided by our Mission, Vision and Values, as detailed below.

Mission:

Protecting life and property through prevention and response

Vision:

To be a progressive Fire Service leader in Arizona through leadership, cooperation and innovation

Values:

We strive to serve our internal and external customers with **PRIDE**

Professional - To adhere to the highest standards of our profession and adopt best practices

Respect - We believe in the basic dignity of every individual and all members of the community and organization

Integrity - We are honest and accountable

Dedication - Committed to quality, reliable and respectful service delivery

Excellence - Demonstrate high level of knowledge and skill in all aspects of our profession

CAFMA staffs ten full-time and two reserve stations covering approximately 365 square miles of Yavapai County. We are nestled between the Bradshaw and Mingus Mountain ranges with elevations that range from 4300 ft. near the head of the Verde River to 6500 ft. in Highland Pines. Our coverage area encompasses approximately 100,000 residents between the communities of Chino Valley, Prescott Valley, Dewey-Humboldt and unincorporated Yavapai County.

Our organization is divided into four sections:

FIRE PREVENTION	ADMINISTRATION	PLANNING & LOGISTICS	OPERATIONS
Public Education	Human Resources	Fleet Maintenance	Structure Fire Suppression
Business Inspections	Finance	Technical Services (Network, Radio Communications, GIS)	Emergency Medical Services
Plan Review	General Administration	Facilities Maintenance	Training
Code Enforcement		Warehouse (purchasing)	Public Service
Fire Investigation			Wildland Fire Suppression
			Special Operations

Each section is supervised by an Assistant Chief, who is managed by the Fire Chief. The Fire Chief is supervised by an elected five-person Fire Board.

Work Schedule

Personnel in Operations work a 3-4 schedule (three 24-hour shifts with a day off in between each, and then four days off in a row.) The Operations Division runs three different shifts to provide around-the-clock coverage. Remaining divisions have a schedule based on a 40-hour work week. That schedule typically consists of four 10-hour days, occurring Monday through Thursday. Most non-operations divisions are closed on Fridays.

Compensation

Compensation for all positions is based on a regular market analysis, and you will find that the wage is typically higher than the market average.

Annual performance increases are given in conjunction with performance evaluations, and new employees are placed on probation for the first year of employment.

Benefits

- Retirement: Public Safety Personnel Retirement System (PSPRS) for operations staff; Arizona State Retirement System (ASRS) for civilian employees.
- Employees receive health, dental, vision, disability and life insurance. Subsidized dependent coverage is available for purchase by the employee.
- 10 paid holidays
- Paid vacation and sick leave, with accruals based on years of service.
- Sick leave buy-back program
- Bereavement/emergency leave
- Employee assistance programs
- Deferred compensation program
- Educational assistance program
- Uniform allowance

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Division: Fire Prevention
Reports To: Assistant Fire Marshal
FLSA Status: Nonexempt
Salary Level: Prevention - Range 2
Classification: Civilian

SUMMARY The Fire Inspector Apprentice is an entry-level position which participates in an on-the-job training program to learn to independently perform inspection duties. Close supervision is initially received from the Assistant Fire Marshal, who coordinates the employee's training through the Fire Inspector classification. As training and experience progress, a Fire Inspector Apprentice is expected to exercise increased skill, judgment, and independence in completing assignments. The Fire Inspector Apprentice position reports to the Assistant Fire Marshal who evaluates work through observation, meetings, conferences, and feedback from Fire Inspectors who are assigned to work with the Apprentice. Difficult or procedural problems are escalated to the Fire Marshal, Assistant Fire Marshal, or designated Fire Inspector. Employees in this class will on occasion be required to work evenings or weekends for special events and may be subject to stand-by and call-out.

The Fire Inspector Apprentice will be eligible to progress through a non-competitive, criteria-based promotional process to achieve the Fire Inspector classification. Requirements for criteria-based promotion to the Fire Inspector classification include:

- At least one year as a CAFMA Fire Inspector Apprentice
- Within two years successful completion of the criteria listed in the CAFMA Fire Inspector I job description including but not limited to the Licenses and Certificates listed within this job description and other course work as determined by CAFMA.

A Fire Inspector Apprentice who fails to complete the training and non-competitive, criteria-based promotion, as well as meet the requirements of the CAFMA Fire Inspector I job description, within two years of appointment may be transferred, demoted, or terminated.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Learn to perform fire and life safety inspections through a structured, on-the-job training program.
- Understand, interpret and apply the Fire Code while conducting business inspections in low- to medium-hazard occupancies.
- Advise property owners and/or managers of methods to improve life safety and abate fire hazards.
- Respond to public inquiries to determine conformance with applicable codes and regulations.

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- Verify the functions of emergency access features and equipment such as Knox boxes, key switches, gates, and strobe functions
- Assist with the testing and maintenance of fire hydrants as assigned.
- Research, analyze, and report on topics related to prevention programs.
- Deliver safety programs on topics such as fire safety, housekeeping, fire extinguisher, sprinkler systems, and smoke detectors.
- Provide backup support for the CAFMA clerical staff as needed.
- Perform periodic follow-up inspections of new and existing buildings, structures, and installations requiring fire department clearances.
- Research code violations and provide direction and/or technical assistance for correction of identified violations.
- Assist the Fire Prevention Division in the preparation and presentation of public safety and fire prevention programs to civic, school, and community groups.
- Investigate citizen complaints involving fire and life safety and hazardous conditions.
- Oversee various code related issues as delegated by the supervisor.
- Prepare complete, accurate, and concise written technical reports and correspondence.
- Prepare and maintain records and reports.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Qualifications

- Fire Inspection and/or fire service experience
- Experience in public speaking and/or teaching

Knowledge, Skills and Abilities

- Ability to establish and maintain effective working relationships with property and business owners, coworkers, and the general public.
- Knowledge and ability to document violations of laws, ordinances, and safety hazards and communicate with the customer for resolution of the violations.
- Conduct analyses and make accurate recommendations based on study findings.
- Computer skills including: Microsoft Office – Excel, Word, Outlook, Access (Basic), and Internet.
- Ability to read, interpret and make recommendations from building plans and drawings.
- Learn and apply the geography of the Agency.
- Learn and abide by rules, regulations, and policies of the Agency.

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- Knowledge of customer service practices, telephone etiquette, and basic data entry.
- Ability to understand fire behaviors and life safety principles.
- Ability to detect fire hazards and unsafe conditions and practices.
- Ability to understand modern firefighting procedures and methods.
- Ability to read and understand technical fire codes, regulations, blue prints and standards.
- Ability to read and understand data relating to electrical, mechanical, plumbing, and structural codes.
- Ability to understand building construction, fire protection, and life safety systems.
- Ability to learn and use public education methods.
- Ability to prioritize work assignments and manage time efficiently and effectively.
- Ability to climb ladders and access confined spaces (attics, crawl spaces, etc.)

EDUCATION AND/OR EXPERIENCE High school diploma or general education degree (GED) required. Two years of progressive face-to-face customer service experience or any equivalent combination of education and experience approved by Human Resources.

LANGUAGE SKILLS Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Calculate figures and amounts such as proportions, area, circumference and volume. Apply concepts of basic algebra and geometry.

REASONING ABILITY Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

- Valid State of Arizona Driver's License and maintain driving record that supports insurability with Agency's insurer.
- Arizona State Fire Marshal-Inspector I (within two years of appointment)
- Fire Arson 1-2 through International Association of Arson Investigators or NFA Fire Investigation Course (Equivalent to IAAI Arson I and II) (within two years of appointment)

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

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member is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk, hear, taste, and smell. The member is occasionally required to sit. The member must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The position is occasionally required to wear an SCBA during fire investigations.

WORK ENVIRONMENT The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the member is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes and airborne particles, toxic and caustic chemicals, outside weather conditions, risk of electrical shock, explosives, risk of radiation, and vibration. The noise level in the work environment is usually moderate. The member is exposed to hazardous conditions including, but not limited to hostile fires, hazardous materials, and blood borne pathogens.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.