



**CITY OF HUNTINGTON BEACH**  
Human Resources Department  
2000 Main Street  
Huntington Beach, CA 92648  
<http://www.huntingtonbeachca.gov/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:  
FIRE PROTECTION ANALYST**

*An Equal Opportunity Employer*

**SALARY**

\$7,143.07 - \$8,852.13 Monthly

**OPENING DATE:** 10/05/17

**CLOSING DATE:** 10/27/17 05:00 PM

**DESCRIPTION:**

**The City of Huntington Beach Fire Department** is seeking a professional to perform inspection and analysis of life safety systems design and installation and other development plan checks. The **Ideal Candidate** must have a solid work history in related field, excellent communication and customer service skills to effectively counsel developers and installers, as well as in-depth job knowledge to effectively review and approve plans and determine compliance through field inspections.

**JOB SUMMARY**

Under supervision, analyzes plans, data, programs and reports to verify appropriate fire and life safety methods prior to construction, and makes technical inspections after construction to assure compliance with applicable codes and city specification requirements.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Division Chief/Fire Marshal or as designated  
Supervises: May supervise other fire prevention staff

**DISTINGUISHING CHARACTERISTICS**

Fire Protection Analyst is a civilian job classification within the Fire Department responsible for performing the full range of professional fire protection plan check and inspection duties.

**EXAMPLES OF ESSENTIAL DUTIES**

- Analyzes design and installation of life safety systems in new construction and improvements/modifications to existing structures
- Interprets and develops codes and specifications
- Works with other city staff in developing fire protection requirements and specifications
- Meets with developers and installers and assists them with interpreting requirements and specifications
- Makes recommendations to the Fire Marshal as to adequacy of alternative materials and methods
- Plan checks fire and life safety systems plans for industrial, commercial, and residential structures; conducts field inspections to ensure proper installation of various fire and life safety fire protection systems such as but not limited to: hood systems, fire sprinkler, fire alarm, and fire department access
- Performs development plan checks including site plans, new construction, tenant improvements, water supply systems and emergency vehicle fire access lanes; performs associated inspections as necessary
- Reviews plans that involve oil production, oil well abandonment, vapor/methane mitigation systems and soil remediation projects and performs associated inspections as

- necessary
- Performs plan checks and inspections to maintain life safety and emergency vehicle access at large public events, including but not limited to, 4th of July activities, beach events, street fairs, etc.
- Trains fire prevention and suppression personnel on operations and inspections of new fire protection systems
- Makes reports and recommendations for fire code improvements

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **TYPICAL QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- Practices and procedures of technical plan check and fire inspection activities
- Applicable federal, state and local laws, codes, ordinances, rules and regulations pertaining to fire protection systems and water supply systems
- Methods and practices involved in building construction
- Mathematical concepts
- Computer equipment and associated software programs
- Quality service practices
- Customer service principles

#### **Ability to:**

- Read and provide input on submitted safety plans during review
- Make oral presentations and effectively respond to questions and inquiries
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Perform moderately complex mathematical computations
- Analyze data, recognize problems, arrive at sound conclusions, and make logical recommendations and/or decisions
- Prepare clear and concise written reports
- Apply City specifications, municipal codes and other regulations specific to environmental soil assessments, oil well abandonment procedures and vapor/methane mitigation systems.

**Education:** Bachelor of Science degree in Civil, Mechanical, or Fire Protection Engineering or other related field.

**Experience:** Two years' fire engineering, fire protection plan check/inspection or related code application experience.

**Certifications/License:** A valid California Class C driver's license and an acceptable driving record are required by time of appointment. Registered Fire Protection Engineer and/or certifications in building and fire codes, California State Fire Marshal's Office classes in fire prevention and other areas of fire protection preferred. Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program due to the performance of field duties that may require operation of a City vehicle.

### **APPLICATION AND SELECTION PROCEDURE**

- Applications must be received online by the closing date and time. **Please attach a resume and cover letter to your online application prior to submitting.**
- All applications will be closely reviewed for relevant experience, education, and training.
- Depending upon the applicant pool, all applicants meeting the minimum qualifications will NOT necessarily be selected to participate in the hiring process.
- Applicants whose qualifications BEST meet the City's needs will be invited to a qualifications appraisal process, which will consist of a combined performance exercise and oral board interview (weighted 100%).
- Successful candidates will be placed on an employment eligible list from which hires may be made. The employment eligible list is valid for up to one year, unless exhausted sooner.
- Candidates considered for hire must undergo a comprehensive background investigation, which includes (but is not limited to) LiveScan fingerprinting, reference/employer checks, etc.
- Upon a conditional offer of employment, a pre-placement medical evaluation/drug screening must be completed with acceptable results.
- Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

**PLEASE NOTE: Our primary means of communication with applicants/candidates is sent via email; therefore, please include a valid email address on your application.**

### **PHYSICAL TASKS & ENVIRONMENTAL CONDITIONS**

The incumbent must meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties performed.

Work is performed indoors and outdoors. When working outdoors, the incumbent may be exposed to heat and cold and the elements. There is frequent need to walk, stand, climb ladders or scaffolding, and use hands to finger, handle, or feel. May necessitate frequent exposure to physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety and Health Act regulations and utilize approved safety equipment and protective gear including but not limited to respirators and/or hearing protective devices. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

### **SPECIAL CONDITIONS**

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.huntingtonbeachca.gov/jobs>

Job #0130-1017  
 FIRE PROTECTION ANALYST  
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### **FIRE PROTECTION ANALYST Supplemental Questionnaire**

- \* 1. Do you possess a Bachelor of Science (or higher) degree in Civil, Mechanical, or Fire Protection Engineering **or other related field?**
- Yes  
 No
- \* 2. In the space below, please list the exact degree(s) you possess. If you do not possess any degrees, enter "N/A".

- \* 3. Indicate your level of experience in fire engineering, fire protection plan check/inspection or related code application.
  - None
  - Up to one (1) year
  - At least one (1) year but less than two (2) years
  - At least two (2) years but less than four (4) years
  - Four (4) years or more
  
- \* 4. In the space below, list any of the following valid certifications and/or training that you currently possess: Registered Fire Protection Engineer, certifications in building and fire codes, California State Fire Marshal's Office classes in fire prevention and other areas of fire protection. If you do not possess any of the above, list "N/A".
  
- \* 5. Do you currently possess (or are able to obtain by time of appointment) a valid California driver license?
  - Yes
  - No
  
- \* 6. In the space below, describe the most complicated construction project you were involved in. What was your role and what challenges did you help the project overcome?
  
- \* 7. In the space below, describe an "Alternative Materials and Methods" proposal that you have approved. Describe which fire code section could not be met and what alternatives were agreed upon to show equivalency.
  
- \* 8. In the space below, describe a challenge you encountered in the workplace with a customer or coworker, and how you resolved the challenge.
  
- \* 9. Are you a CalPERS RETIRED Annuitant?
  - Yes
  - No
  
- \* Required Question