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## Associate Fire Protection Engineer

US-CA-Los Gatos | US-CA-San Jose

**Job ID** 2018-1090

**Category** Plan Review

**Type** Regular Full-Time

**Step 1** USD \$9,093.64/Mo.

**Step 5** USD \$11,053.38/Mo.

**FLSA Status** Non-Exempt

### Overview and Responsibilities



### ANNOUNCEMENT OF AN OPEN AND COMPETITIVE EXAMINATION

### ASSOCIATE FIRE PROTECTION ENGINEER

**Submission Deadline: Noon on Thursday, May 17, 2018**

#### THE POSITION

The classification of Associate Fire Protection Engineer reviews plans and specifications for buildings, fire protection equipment, and industrial processes; and serves in an advisory capacity to Department staff on a variety of fire protection requirements and procedures.

Work is performed under close to general supervision depending upon the complexity of the task and the skill of the incumbent.

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

## COMPENSATION AND BENEFITS

Appointment for the Associate Fire Protection Engineer is generally made at the first step of the salary range. Retirement benefits will conform to the California Public Employees' Retirement System. Currently, classic miscellaneous employees pay 8% of employee contribution, which is tax-deferred. Public Employee Pension Retirement Plan (PEPRA) employees currently pay 6.5%, which is tax-deferred.

Current benefits include: Full Department payment of medical and dental premiums; paid life insurance of \$40,000; vision plan; education reimbursement plan; direct deposit plan; personal leave; sick leave; vacation; 13 holidays per year; 9/80 Alternate Work Schedule upon request; voluntary deferred compensation plan; and credit union service.

Please click [here](#) to view a summary of our benefits.

This classification is represented by International Association of Fire Fighters Local 1165.

## EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

- Review residential, commercial, and industrial construction plans and specifications for compliance with state and local fire prevention codes, standards, and ordinances.
- Review site development plans to ensure compliant fire department apparatus access, fire protection water supply, and fire hydrant locations.
- Confirm fire hydrant locations and evaluate water supply adequacy.
- Interpret state and local codes/standards with respect to plans submitted for construction and/or operational permit.
- Prepare written review comments for approval/disapproval of permit submittal documents, referencing applicable codes, standards, and ordinances.
- Provide guidance to engineers, architects, contractors, and building owners for effective resolution of compliance concerns.
- May be required to conduct field inspections of new building construction, tenant improvements, and fire protection system installations and modifications.
- May be required to conduct fire safety inspections of weekend fairs or festivals, public fireworks displays, and/or special events.
- Maintain records and prepare reports and correspondence.
- Perform basic engineering computations such as fire flow, hydraulic design, square footages, and occupant loads.
- Prepare letters outlining code interpretations and deficiencies found in plan review.
- May perform specialized types of field inspections as directed by the Deputy Chief of Fire Prevention.
- May be assigned duties in other Department programs at the discretion of the Fire Chief.
- Perform other duties as assigned.

## Employment Standards

### EMPLOYMENT STANDARDS

### Education/Experience

Equivalent to high school graduation and successful completion of two (2) years of engineering, drafting, or related courses at an accredited college. Experience in fire protection engineering, fire protection system design or related work may be substituted for the desired education on a year-for-year basis.

### Knowledge and Abilities

#### Knowledge of

- Basic principles and practices of fire protection engineering and fire prevention.
- Conceptual application of fire and life safety codes and standards.
- Basic building design, construction, and building material properties.
- Building construction design drawing techniques, conventions, and practices.
- Basic principles of fire alarm, fire sprinkler, and fire suppression systems.
- Basic principles of fire department organization and operations.
- Computer and computer software applications related to office work such as Microsoft Office suite, e-mail, use of the Internet, etc.

#### Ability to

- Comprehend and evaluate building plans and specifications including architectural, fire extinguishing, and alarm system design.
- Maintain project data (computer records, paper files, construction drawings, etc.) for consistent records management.
- Evaluate and prepare moderate to complex engineering computations.
- Understand and carry out verbal and written directions.
- Communicate effectively with the public using oral and written methods.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain a calm and professional demeanor in a confrontational or difficult situation.

### Working Conditions/Physical Demands

Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable, and combustible materials. Work involves physical exertion, including sitting, standing, stooping, lifting, reaching, crawling and climbing. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

### Required License

Possession of a valid state of California driver's license.

### Employment Condition

An incumbent will remain in this classification until s/he fulfills the qualifications of a Fire Protection Engineer and has passed probation. The Deputy Chief of Fire Prevention may make the promotional recommendation to the Fire Chief, and upon approval of the Fire Chief, the incumbent will be promoted to the Fire Protection Engineer

classification.

### *Pre-Employment Requirements*

The candidate must pass a background check, Live Scan fingerprinting, psychological evaluation, and complete a medical examination.

## Application and Selection Process

### THE APPLICATION AND SELECTION PROCESS

Interested applicants must apply for the position online by clicking on the "Apply for this job online" button. If you have not previously done so, you will need to complete a user profile. **As part of the submittal, you are required to upload your résumé where indicated. In the area title "Additional Documents," please provide proof of education and your response to the supplemental questions listed below. The submission must be completed by the stated deadline.**

### **Supplemental Questionnaire:**

Responses should be complete, concise and specific. Your detailed response will enable us to evaluate your qualifications more accurately. Please address each question separately and be sure to include your name on each page of your document.

1. **Please describe in detail your education, training, skills and experience that qualify you as an Associate Fire Protection Engineer with the Santa Clara County Fire Department?**
2. Describe your experience conducting plan review of fire protection systems, tenant improvements and new building construction. Include details about the project occupancy classification, type of fire protection system(s), and the specific codes/standards applied.
3. Describe a time when you were directly involved with the construction of a project you managed, designed, constructed, processed or reviewed. Explain what role you played in the design, construction, management or permit process for the project.
4. Describe your experience in organizing work, setting priorities, and exercising independent judgment.
5. Excellent customer service skills are required for the Associate Fire Protection Engineer position. Please describe a notable customer service issue that you experienced and indicate how it was successfully resolved.

**Submission deadline: Noon on Thursday, May 17, 2018.** Incomplete or late submittals will not be accepted or considered.

Based upon a review of the applications, the most qualified candidates will be invited to participate in the selection process. The selection process will include a written exam and an oral board interview. The written exam and oral board interview are tentatively scheduled to take place on June 5, 2018 and June 19, 2018 respectively.

Should you have questions regarding the position of Associate Fire Protection Engineer or the application and selection process outlined herein, please contact Rebecca Lo, Management Analyst, Personnel Services at (408) 341-4457.

**The information contained within this announcement may be modified or revoked without notice  
and does not constitute either an expressed or implied contract.**

***The Department is an Equal Opportunity Employer.***

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## Santa Clara County Fire Department

A California Fire Protection District serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga.

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