



FIRE PREVENTION VOLUNTEER

CITY OF HUNTINGTON BEACH
Established Date: January 14, 2019

Volunteer assignments are unpaid and non-benefitted.

DESCRIPTION

VOLUNTEER ASSIGNMENT SUMMARY:

Under the mentorship of professional fire prevention personnel, working as a Fire Prevention Volunteer provides the opportunity to gain an overall perspective of fire prevention activities.

SUPERVISION RECEIVED:

Fire Prevention Volunteers serve at the pleasure of the Fire Chief.

The Fire Prevention Volunteer performs activities under the supervision of the Fire Marshal, Assistant Fire Marshal and Fire Prevention staff.

DISTINGUISHING CHARACTERISTICS:

The Fire Prevention Volunteer is an unpaid assignment. The purpose is to provide exposure to a variety of activities related to fire prevention for individuals completing their education in Fire Prevention or Fire Technology or have already finished their related education. Volunteer activities may be applied towards completion of a State Fire Marshal Fire Inspector Task book.

EXAMPLES OF VOLUNTEER ACTIVITIES:

- Assist with administrative tasks assigned by supervisors
- Assist with providing administrative support including, but not limited to: answering inquiries from the public, preparing special projects and reports, as well as data input related to fire inspection and prevention activities.
- Assist with special events
- Assist with public education programs
- Conduct follow-up evaluations activity with a limited scope
- Conduct Knox box review activity
- Perform other volunteer activity as assigned

The City, at its discretion, may add, modify, change or rescind volunteer activities and assignments as needed.

TYPICAL QUALIFICATIONS

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

Knowledge of:

- Applicable federal, state, and local laws, rules and regulations pertaining to fire prevention
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Customer service principles

Ability to:

- Assist Fire Prevention Division staff as needed
- Prepare reports and communications; communicate clearly and concisely, both verbally and in writing
- Communicate and deal effectively with fire personnel and the general public
- Ensure safety and professional work standards are met
- Establish and maintain cooperative customer service relationships with those contacted; and deliver quality customer service
- Represent the Fire Department in a professional manor at all times
- Meet and follow the Fire Department's uniform policies while conducting volunteer activities

Education:

Current enrollment or graduation from an accredited college or university with major coursework in Fire Technology, Fire Science, Public of Business Administration, or related field is required.

Experience:

- Completion of or current enrollment in Fire Inspection 1A is ***required***.
- Previous customer service experience is ***highly desirable***.
- Previous fire administration or prevention experience is ***highly desirable***.
- Completion of Fire Inspector 1B, 1C and 1D is ***highly desirable***.

Licenses/Certifications:

Possession of a valid California driver's license and an acceptable driving record are required at time of appointment and throughout the time of volunteer assignment.

Special Conditions:

- Volunteers regularly assigned/required to drive a city or personal vehicle in the course and scope of their volunteer assignment shall be required to participate in the DMV Employer Pull Notice program.
- Must be 18 years or older

- Must be willing to volunteer a minimum of 8 hours per week and a maximum of 60 hours per month
- Upon being selected to be a volunteer, each candidate must complete and submit the following:
 - Must pass a background check, which includes a Livescan.
 - Must provide a DMV H6 print out showing 10 year driving history

Physical Tasks and Environmental Conditions:

Volunteers must be able to meet the physical requirements of the activities assigned and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the volunteer activities to be performed.

Volunteer activities involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. May also necessitate frequent exposure to weather conditions, physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety & Health Act (Cal/OSHA) regulations and utilize approved safety equipment and protective gear including but not limited to respirators and/or hearing protective devices if and when required. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Application Process

1. A volunteer application must be downloaded from the Fire Prevention Division’s website at https://www.huntingtonbeachca.gov/government/departments/fire/fire_prevention_code_enforcement/. Return the completed application along with an up-to-date resume to Fire Administration desk located on the 5th floor of City Hall, 2000 Main Street, Huntington Beach, CA 92648 (Attn: Assistant Fire Marshal).
2. The department reserves the right to invite best qualified candidates to an oral interview based upon the number of openings available. Multiple oral interviews may be required
3. Those selected to move forward in the selection process after the interview stage, must submit the following completed documents (at the applicant’s expense):
 - a. Livescan
 - b. A DMV H6 – 10 year driving history
4. Applicants will also be subject to an abbreviated in house background check (paid for by the Fire Department).

For any inquiries please contact Fire Prevention Inspector Jacob Worthy at jacob.worthy@surfcity-hb.org.