



# Kentfield Fire Protection District

Mark Pomi  
Fire Chief

1004 Sir Francis Drake Boulevard  
Kentfield, CA 94904

Phone : (415) 453-7464  
Fax : (415) 453-4578



## FIRE INSPECTOR RECRUITMENT

### Continuous Recruitment

The District is seeking a highly energetic, motivated and organized candidate for Fire Inspector. Under general supervision of the Fire Chief, a Fire Inspector is assigned to a variety of fire prevention and community risk reduction programs as well as public education programs. Incumbents are expected to exercise initiative and professional judgment in carrying out assigned work, completing projects, etc. Incumbents are also required to participate in ongoing District training activities.

### KENTFIELD FIRE PROTECTION DISTRICT FIRE INSPECTOR

SALARY: \$8433-\$8996 PER MONTH  
Plus an excellent benefits package

BENEFITS: *Subject to eligibility requirements*

- Monday through Friday, 40 hours/week
- Under direction of the Fire Chief:  
Promote the Community Risk Reduction Bureau mission. Consistently apply general fire and life safety best practices. Provide public education on all-hazard/all-risk issues to enhance the safety and well-being of the residents of the District.

- PERS 2.7% @ 57 (PEPRA) or PERS 3% @ 55 (Classic)
- Generous benefits package
- Dental/Vision covered by District 100%
- Generous administrative, vacation, holiday and sick leaves
- Uniforms reimbursed at \$800/year

### SELECTION PROCESS

Applicants shall submit a letter of intent, resume or portfolio and District application. Applications will be reviewed, in part, according to the criteria contained in this announcement. Interested candidates are encouraged to apply immediately. The examination process may include application screening, oral examination, and background investigation, medical and physical evaluation.

Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

### HOW TO APPLY

Submit letter of intent, resume and application to [smulkeen@kentfieldfire.org](mailto:smulkeen@kentfieldfire.org). Questions may be directed to Kentfield Fire District at 415-453-7464. Applications are available on the District's website at [www.kentfieldfire.org/administration/employment](http://www.kentfieldfire.org/administration/employment).



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## Qualifications

### Minimum Qualifications:

- 18 years of age
- Must possess a valid CA Driver's License
- Previous training and/or qualifying experience in community risk reduction, fire and life safety inspections, fire investigations, and code enforcement

### Desirable Qualifications:

- CSFM Fire Protection Specialist or equivalent
- CSFM Fire Investigator I
- Bachelor's Degree from accredited university
- Grant writing experience

### Desired Knowledge, Skills and Abilities:

- Performs inspections on fire protection systems and equipment, and new and existing structures for code compliance
- Able to identify and prioritize risks, develop mitigation strategies for risks, prepare and implement community risk reduction plans, and monitor and modify CRR plans as necessary
- Speak effectively before large groups of people and members of the media
- Prepare accurate and concise written reports
- Deal tactfully and courteously with government officials, contractors, co-workers and the general public
- Evaluate existing vegetation and landscaping for compliance with applicable codes
- Coordinate multiple projects with alternating priorities in a productive manner
- Other duties as assigned

## Kentfield Fire Protection District

Kentfield Fire Protection District is a special district formed under the authority of the California Health and Safety Code. The District has an excellent Class 1 ISO (Insurance Services Office) rating. Twelve full-time professional firefighters and five resident firefighters are employed by the District under the direction of Fire Chief Mark Pomi. All District personnel are State certified to their classification and rank. The District's daily staffing is three firefighters. The District is a member of the California Inter-County Mutual-Aid Plan and the Marin County Automatic and Mutual-Aid Plan, covering emergencies and disasters such as fires, floods, mass-casualty incidents, and earthquakes. All District personnel are Hazardous Materials First Responder Certified. The Kentfield Fire Protection District provides paramedic service through the Ross Valley Paramedic Authority Joint Powers Agreement.

## The Community

The Kentfield Fire Protection District is located in Central Marin approximately 14 miles north of San Francisco and serves the town of Kentfield and sections of the neighboring towns of Greenbrae and Larkspur. Kentfield is nestled at the base of Mt. Tamalpais, and bordered by the Town of Ross and the City of Larkspur.