



**Woodside Fire Protection District  
808 Portola Rd. – Portola Valley, CA 94028**

**Invites the submission of your application for the recruitment of:**

**Fire Prevention Inspector I and/or Fire Prevention Inspector II/Plan Reviewer**

**Fire Prevention Inspector I**--This is the entry level class in the Fire Prevention Inspection series. This class is distinguished from the Fire Prevention Inspector II/Plans Review by the performance of the more routine tasks and duties assigned to positions within the series including weed abatement and smoke detector inspections, which do not require prior specialized experience. Generally, work is observed and reviewed both during performance and upon completion, and changes in procedures and exceptions to rules are explained in detail as they arise. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Fire Prevention Inspector II/Plans Examiner**--This is the journey level class within the Fire Prevention Inspector series. Employees within this class are distinguished from the Fire Prevention Inspector I by the performance of the full range of fire prevention inspection duties and plans review. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Fire Prevention Inspector I, or when filled from the outside, require substantial prior fire prevention inspection experience.

# **Woodside Fire Protection District**

## **ABOUT US**

Woodside Fire Protection District established in 1925 operates three fire stations and serves a population of 25,000 with one Fire Chief, Deputy Fire Chief, five Battalion Chiefs, twelve Fire Captains, 46 Firefighter and Firefighter Paramedics, a Fire Marshal, Deputy Fire Marshal, Emergency Preparedness/Public Education/Cerpp Coordinator, Finance Manager, HR/Benefits Manager and Executive Assistant.

The Fire Prevention Division develops and enforces standards and fire codes related to life safety and fire risk reduction within the District's boundaries.

Fire Prevention/Mitigation efforts play an increasingly important part in the fire department activities, through inspection and enforcement activities that identify and abate fire hazards in the community. Fire Prevention/Mitigation is the most effective means of reducing loss of life and property due to fires. Our mission is to assist in the preservation of life and property by advocating, promoting, and providing leadership in the prevention and mitigation of fire and other related hazardous conditions.

## **OUR MISSION**

It is the mission of the Woodside Fire Protection District to protect life, property and the environment through prevention, education, preparedness, and emergency response.

## **OUR VISION**

- We are here to serve our community.
- We treat all persons with compassion, respect, and dignity.
- We apply the highest standard of excellence to the delivery of emergency and non-emergency services.
- We see change as an opportunity to improve.
- We promote honesty, integrity, loyalty, and credibility.
- We place a high value on public education regarding fire and life safety.
- We believe that excellence is achieved by a commitment to ongoing learning and growth, and we support our employees in these endeavors.
- We believe our proper conduct is a source of pride to our community and ourselves.
- We take pride in our most important resources, our people, our equipment, and our situations.
- We are committed to being leaders and setting the standard in every aspect of our profession

## **OUR CORE VALUES**

- Excellence, Respect, Integrity
- Professionalism, Accountability, Honor
- High Standards, Enthusiasm, Commitment
- Dedication, Enjoying Our Work, Self-Discipline

## **SALARY and BENEFITS**

**Position:** Fire Prevention Inspector I / Fire Inspector II/Plan Examiner

**Schedule:** 40 Hours per week. Ability to work on-call and overtime to respond to fires, emergencies and other events

**Salary:** Fire Inspector I - \$8,906.42 per month.

Fire Inspector II/Plan Reviewer - \$12,243.00 per month

### **Benefits:**

- CalPERS Retirement - 2.7% at 57 for new members (PEPRA), 3.0% @ 50 for Classic CalPERS members
- Medical, choice of HMO and PPO plans with \$2,600.00 paid towards plan by Woodside (effective 1/1/2024)
- Employer paid Dental, Vision and Life Insurance
- Long Term Disability Insurance
- Uniform Allowance (\$1,000.00 per year)
- Flexible Spending Account
- Employee Assistance Program
- CalPERS 457 Retirement Plans
- Bilingual incentive and Education incentives
- Education reimbursement
- Vacation Leave 144 hours per year
- Sick Leave 96 hours per year

## **SELECTION PROCESS**

All applications submitted on CalOpps, <https://www.calopps.org/> will be reviewed and all qualified candidates will be contacted to interview for the position. Please attach a copy of your resume with your CalOpps application.

If you have any questions about the recruitment process, contact Lori Arévalo, Human Resources/Benefits Manager at [larevalo@woodsidefire.org](mailto:larevalo@woodsidefire.org)