

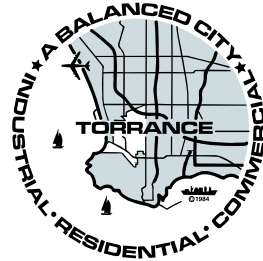
## The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beachfront and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

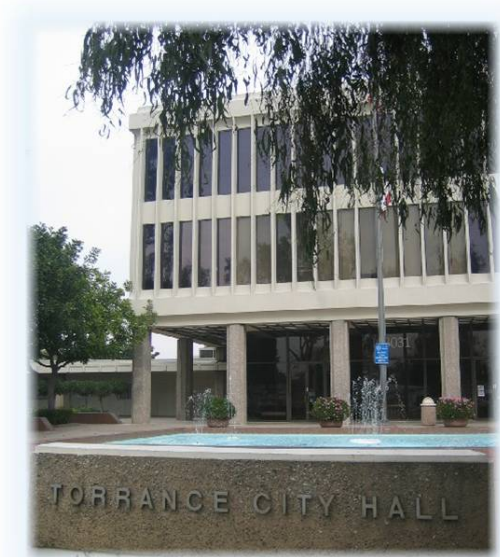
The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



**City of Torrance  
Human Resources Department  
3231 Torrance Boulevard  
Torrance CA 90503**

## The City of Torrance Invites Applications For FIRE PREVENTION SPECIALIST Job Code 10043500



**24-Hour Jobline  
(310) 618-2969**

**[jobinfo@TorranceCA.Gov](mailto:jobinfo@TorranceCA.Gov)  
[www.TorranceCA.Gov](http://www.TorranceCA.Gov)**

# FIRE PREVENTION SPECIALIST (JOB CODE 10043500)

We are seeking a career-oriented individual to join the Fire Prevention Division of the Torrance Fire Department. The Fire Prevention Specialist will, under supervision, participate in the inspection, plan checking, and testing of hazardous processes and fire protection and extinguishing systems to ensure compliance with applicable codes, ordinances, and standards. Additional duties include; assisting in related areas of the fire prevention and hazardous materials processes, code interpretation, Public Education and Field Company training, NPDES Compliance, Community Emergency Response Team (CERT) program coordination report writing, record-keeping, and other duties pertinent to the Fire Prevention Division.

## Desirable Candidate

In addition to the minimum requirements, the ideal candidate will possess:

- ❖ An Associate's or Bachelor's degree in Fire Technology, Fire Protection Engineering or related field;
- ❖ Experience with fire-related and hazardous materials code enforcement in municipal government or in the industrial fire prevention field;
- ❖ Emergency Response and Public Education training and experience.

## Examples of Duties

For a comprehensive list of duties and minimum knowledge and abilities requirements for the position, go to [www.TorranceCA.Gov](http://www.TorranceCA.Gov) click "Employment," then click "Job Descriptions" and "Fire Prevention Specialist".

## Minimum Requirements

**Education & Experience:** Any combination of education and experience that provides the required knowledge and skills is qualifying.

Typical ways to qualify include:

- Equivalent to the completion of high school supplemented by college-level course work and or specialized training in Fire Science; and two years of progressively responsible experience in fire prevention including conducting inspections, plan checking and testing of hazardous materials processes and fire protection and extinguishing systems.
- An Associate's degree or a Bachelor's degree in Fire Technology Fire Protection Engineering or a related field is desirable.

**Licenses and certificates:** A valid California Motor Vehicle Class C Operator's license is required. HAZWOPER and P/C 832 certification will be required as a condition of employment and must be completed within one year.

## Salary and Benefits\*

The hourly salary range is \$30.71- \$37.34 with excellent benefits:

- ✓ 7% contribution made on behalf of the employee toward a pension in the Public Employees' Retirement System (PERS) 2%@55 formula. In addition, the City of Torrance funds a supplemental PARS retirement benefit which enhances the PERS formula making it equivalent to approximately 2.46%@55.
- ✓ Paid holidays, vacation and sick leave
- ✓ Family health, dental, and optical plans
- ✓ Flexible Benefits program which provides tax-free options for additional medical, dental and child care expenses
- ✓ Deferred Compensation Program
- ✓ Life Insurance and Tuition Reimbursement

## Application Procedure

Candidates must submit a City application **and** supplemental application by **5:30 PM, May 10, 2010**.

To receive a City application and supplemental application please contact the City of Torrance Job Hotline at (310) 618-2969, or apply on-line at [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

## Selection Process

Applicants must complete a standard City application **and** supplemental application form. Only those applicants whose training and experience **best** meet our requirements will be invited to participate in the examination.

The written examination (weighted 40%) is **tentatively** scheduled for May 28, 2010 and the oral interview (weighted 60%) is **tentatively** scheduled for June 15, 2010.

## Special Notes

If you have any questions regarding the position or the Fire Prevention Division, please direct them to Martin Serna, Assistant Fire Chief, at [MSerna@TorranceCA.Gov](mailto:MSerna@TorranceCA.Gov).

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

Applicants with disabilities who require special testing arrangements must contact the Human Resources Department prior to the final filing date.

*The provisions of this announcement do not constitute an express or implied contract and any provisions contained in this announcement may be modified or revoked without notice.*

**CITY OF TORRANCE  
FIRE PREVENTION SPECIALIST  
SUPPLEMENTAL APPLICATION  
(Job Code 10043500)**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Please provide a response, not to exceed one 8.5 x 11" page, to the following:

Please prepare a brief essay CLEARLY indicating how your background, education and experience have qualified you for THIS POSITION (Please refer to Minimum and Desirable Requirements section of the job bulletin). Please be specific with the length and amount of professional experience (e.g. I have 2 years full time experience as Fire Prevention Officer with the City of South Bay, California) and/or specific education achieved (e.g. I completed 72 semester credit units in Fire Science at Rio Bravo Academy, Red Sky California and received an Associates Degree in Fire Science). Also please clearly state whether you have or are able to obtain a **1) California PC832 certificate**, and if you possess a **2) Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) certificate**.  
*Note: Incomplete or non-responsive information may result in discontinuation of a candidate in the selection process.*

*I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, educational institutions or certifying agencies and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_