



FIRE RISK REDUCTION OFFICER

NON-SAFETY

SALARY: \$66,294.27—\$80,780.94

APPLICATION DEADLINE: OCTOBER 2ND, 2026, BY 5:00 P.M.

The District:

The Ripon Consolidated Fire District (District) serves the community of Ripon and the rural area that makes up 56 square miles and serving a population of approximately 20,000 people. The District is located in the southern part of San Joaquin County, bordering Stanislaus County and the Stanislaus River. The District is responsible for the protection of a variety of geographical areas, ranging from residential neighborhoods, commercial and industrial buildings, rural areas, State Route 99,120 as well as the Stanislaus River.

The Ripon Consolidated Fire District has three stations: the main fire station is located at 142 S. Stockton Ave and is staffed 24 hours with 5 paid personnel on duty per shift; second fire station is located at 18800 Murphy Rd in our rural part of the District unstaffed; and a third fire station is located at the corner of North Ripon Rd and River Rd within the city limits of Ripon, unstaffed.

Today, the District has a staff of 17 full-time personnel, one Fire Chief, two administrative staff, and fifteen-line personnel. The Fire District is governed by a 5-member elected Board of Directors under the statute found in California Health & Safety Code – The Fire Protection District Law of 1987 (Health & Safety Code §13800. et seq.)

Job Description:

The District is looking for a quality individual who has eligibility skills for a Fire Risk Reduction Officer classification. Individuals can expect to participate in assessing, administering, and upholding fire and life safety within the community through fire prevention practices, while providing excellent customer service within our employee empowered organization.

Definition:

The position of Fire Risk Reduction Officer, within a modern Fire District, is a complex role that demands a progressive and motivated individual, who can work autonomously. The ability to maintain cooperative and effective relations with fellow employees, supervisors, and the public is crucial.

Distinguishing Characteristics:

The position of the Fire Risk Reduction Officer carries out the provisions of fire prevention, mitigation and protection programs, that includes fire risk reduction education and efforts, fire code information, inspection work, fire code enforcement, fire safety and mitigation information to the public and other agencies. The incumbent is expected to have sufficient knowledge of fire prevention, education and risk reduction practices, building industry practices to perform fire prevention education, inspections and minor plan checks related to new and remodeled construction. The incumbent is also expected to regularly exercise technical judgment and discretion based on their knowledge of fire prevention and protection systems. They must exhibit excellent customer service skills. It is distinguished from the Fire Marshal classification that performs higher level fire inspections, complex plan reviews and is a supervisory role.

Supervision Received and Exercised:

Employees in the Fire Risk Reduction Officer job classification are supervised by the Chief Officers of the District. Employees within the Fire Risk Reduction Officer job classification are not considered supervisors.

Examples of Duties:

Essential Functions: *(including but are not limited to the following)*

Examples of Typical Duties:

- Provide fire risk reduction prevention, mitigation and education information
- Develop policies and procedures surrounding prevention education and risk reduction practices
- Participate and assist in the inspection of building and installations for fire hazards and fire safety systems as required by State law and Fire District Ordinances.
- Inspections of new commercial and new residential
- Inspections for Change of Occupancy – Commercial
- Administer District weed abatement program
- Investigate and follow-up with complaints of fire and life safety hazards
- Assist in the assessment and enforcement of code violations
- Identify the existence of code violations, based on composite evidence
- Enforce the law and ordinances to ensure compliance with California Fire and Building Code
- Prepare factually clear, concise, accurate, and complete written reports
- Reach independent and accurate conclusions to determine the correct course of action to meet pertinent codes and compliance standards
- Communicate and deal firmly, tactfully, consistently, and effectively with the public in difficult situations
- Conducts and participates in educational programs on fire safety, public safety and fire prevention
- Follow-up on violations to ensure compliance with codes
- Follow proper procedures and instructions in the performance of assigned duties
- Enter and retrieve data using modern software and computer systems
- Performs all other tasks properly assigned by their superior

Note: This is an illustrative list - the omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment.

The appropriate candidate must be able to meet the following qualifications:

Knowledge/Abilities/Skills: *(The following are examples of the knowledge, abilities and skills necessary to perform the essential duties of the position.)*

Demonstrated Knowledge of:

- Effective fire prevention education practices and community implementation
- Principles and techniques used in the inspection of residential, commercial, and other facilities, or property for preventing and/or limiting fires
- Principles and practices of hazard abatement and code enforcement

- Modern techniques of fire prevention education, fire prevention mitigation and risk reduction practices and fire suppression
- Fire and life safety systems & building construction
- Relevant California Fire Code, Building Code and Ordinances, California Residential Code, NFPA, California Mechanical Code, Title 19 & Title 24
- Local, state and federal laws related to fire department regulated activities
- Principles of conducting plan reviews for buildings, fire sprinklers, fire alarm, underground, etc.
- Computers and software programs to conduct, compile, and/or generate documentation
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations
- Safe work practices and procedures

Demonstrated Ability to:

- Maintain a valid CDL Class C, as a condition of employment
- Learn local streets, routes of travel, and location of public buildings
- Learn geography including location of hydrants and major fire hazards
- Plan, schedule and coordinate required appointments and meetings
- Provide community outreach and engagement in fire prevention practices
- Obtain Fire Inspector 1 Certification
- Assist in conducting public education training for public
- Ability to carry and operate fire extinguishers
- Ability to operate on a ladder
- Perform inspections and detect violations of applicable codes and regulations
- Sign and abide by non-disclosure agreements that may be necessary to inspect facilities or conduct plan reviews
- Read and interpret codes, regulations, technical reports and plans
- Communicate clearly and concisely, both orally and in writing
- Operate a computer terminal to enter and retrieve data
- Operate Fire District owned vehicles, radio/telephone equipment, computers, flashlights, hydrant testing and equipment and cameras
- Independently perform fire inspection duties, including the interpretation, explanation, application, and enforcement of policies, procedures, fire and life safety codes, regulations, and laws.

Demonstrated Skills in:

- Strong written, verbal and interpersonal communication skills
- Read and understand pre-construction and construction plans
- Read and understand fire extinguishing system plans and calculations
- Recognize potential fire hazards
- Work without direct supervision

Minimum Qualifications: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and Experience:

Any combination of course work and experience, which provide the necessary knowledge and ability to effectively perform the duties of the position are qualifying. A typical way to obtain knowledge, skills and abilities would be:

Education: Possession of a high school diploma, GED equivalent, or high school proficiency certificate

Experience: Work experience dealing with the public or other related experience. Preferred experience may include; progressive experience in the field of reading, interpreting and enforcing codes, public service, public safety, code enforcement, or fire safety while dealing with the public.

Highly Desired Items:

Associate's degree or higher in Fire Science or related coursework, Fire Inspector 1 Courses &/or Certification, Fire Inspector 2 Courses &/or Certification, Knowledge of records management systems, International Code Council Fire Inspector 1 and/or Fire Inspector 2, and Plans Examiner Courses &/or Certification. Bilingual capacity.

Required License and Certifications:

- Possession of or ability to obtain and maintain, a valid California Class-C driver license with a satisfactory driving record and remain insurable on the District's insurance policy
- Within 12 months of employment obtain a CSFM Fire Inspector 1 Certificate, at employees' expense.
- Within 12 months of employment complete First Aid and CPR certification, at employees' expense.
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Special Requirements:

- Legally authorized to work in the United States
- Ability to work at night, on weekends and holidays as periodically needed

Working Conditions:

Note: These are illustrative examples - the omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment.

The physical working conditions include driving to site locations for inspections, frequent entering and exiting a vehicle; sitting, walking, including walking on uneven terrain and over trenches, etc. Occasional standing, carrying objects weighing up to 50 pounds without the aid of lifting devices; fine finger dexterity and repetitive use of fingers and/or wrists or hands to operate computer and various office equipment, grasp and hold writing materials, paper and supplies; and have rapid mental/muscular coordination. Occasional bending and stooping, climbing ladders, scaffolding, and stairs up to the height of multi-story buildings; maintaining balance; lifting, full range of

mobility to twist and turn in tight spaces; kneeling and crawling, bending and crouching, pushing and pulling. Sight within normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment and hear in the normal audio range with or without correction. Occasional desk work involves sitting at a desk, in front of a computer, to generate reports.

The work environment includes working in direct contact with the public in an efficient and effective manner without close supervision. Exposure to inclement weather, heat, humidity, cold, dust, and noise. Work requires close physical proximity to various pieces of heavy equipment. Work includes frequent use of the telephone and computer throughout the day. The employee may be required to work at night, on weekends and holidays.

Compensation and Benefits:

Salary: **\$66,294.27-\$80,780.94**

This is an FLSA non-exempt hourly position

- Uniform Allowance: \$1,000 Annually
- Vacation: Based on years of employment
 - 1st day – 1st year – 40 hours per year
 - 2nd year – 4th year – 80 hours per year
 - 5th year - 10th year – 120 hours per year
 - 11th year - 14th year - 160 hours per year
 - 15th year plus- 200 hours per year
- Holidays: The District recognizes thirteen (13) holidays
- Sick Leave: 108 hours per year
- Probationary Period: Twelve (12) Months from date of appointment; subject to an extension of up to six (6) months.
- Work hours: 40 Hours per Week
- Schedule: Monday through Friday 8:00am – 5:00pm
 - (At times, the employee may be required to work at night, on weekends and holidays.)
- Medical Benefits: The District Health, Dental and Vision Insurance: Provided by the District for employee and dependents; 100% Employer Paid for Employee and eligible dependents.
- Life Insurance Plan \$100,000
- Retirement: The District contributes 15% of employee's salary to the employee's retirement 401 plan. Employees have the option of contributing to 401 and 457 plan.

- Education Incentives available where applicable
 - Associate of Science (AA) or Associate of Arts (AS) \$50 per pay period.
 - Bachelor of Science (BS) or Bachelor of Arts (BA) \$70 per pay period.
- Longevity Incentives available as follows:
 - 10 Years – 2% of base pay
 - 15 years – 3% of base pay
 - 20 years – 4% of base pay
 - 25 years – 5% of base pay

Selection / Testing Process:

- To be considered for this opportunity, candidates must meet all of the minimum qualifications listed in the above job description.
- Submit the following by **October 2nd, 2026, by 5:00 p.m.**
 - District application (letter of interest if internal employee).
 - Professional Resume, with three work-related / professional references.
 - Copies of all related material from the minimum qualifications and/or desired qualifications
 - All documents shall be delivered via email, USPS or hand delivered to:

Ripon Consolidated Fire District:

Attn: Chief Eric DeHart

edehart@riponfire.com

Application documents shall be received by October 2nd, 2026, by 5:00 p.m.
Postmarked or faxed copies are not acceptable methods to meet the deadline.

Testing and Selection Process:

- Candidates will be scored for every question / scenario / skill that they complete. Each question / skill will have a point value associated with it.
- All candidates receiving a passing score of 70% will have their names placed on an eligibility list for 12 months. The list may be extended at the Fire Chiefs discretion. The Ripon Consolidated Fire District reserves the right to appoint any candidate with a passing score.

Testing for this position **may** include any or all of the following:

- Application Review and Screening
- Written Examination
- Practical Assessment
- Oral Interview
- Chief's Oral Interview
- Conditional Offer
- Background Investigation
- Physical Examination to Include Drug Screening
- Job Offer

***Note:** Applicants who receive a conditional offer of employment are subject to a background investigation including, but not limited to, DMV Driving Record Review, DOJ Live Scan, Medical Evaluation, and Drug Test.*

Equal Opportunity Employer:

The Ripon Consolidated Fire District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.