

# Job Posting: Defensible Space Inspector

## Department of Forestry & Fire Protection

JC-117588 - Defensible Space Inspector  
FORESTRY AIDE

\$2,961.00 - \$3,566.00

**Final Filing Date: 8/1/2018**

### Job Description and Duties

The California Department of Forestry and Fire Protection (CAL FIRE) is recruiting to fill approximately 150 temporary **Defensible Space Inspector (Forestry Aide)** positions on a statewide basis. Primary duties of these positions include performance of defensible space inspections and interacting with the public to provide fire prevention information. All appointments are temporary and will not become permanent.

Individuals who meet the minimum qualifications listed below and willing to work up to nine (9) months are encouraged to apply.

#### **SPECIAL NOTE:**

The Forestry Aide classification is a seasonal class where only temporary appointments are made. In accordance with the California State Constitution, no person may serve in one or more positions under a temporary appointment longer than 9 months in 12 consecutive months. Therefore, all time served in temporary appointments (for example, CAL FIRE's Firefighter I) during the 12 consecutive month period will count towards this 9 month maximum.

**Applicants may be selected by resume review. (A resume review is a structured resume evaluation process. This process competitively evaluates a candidate's qualifications presented in the application and resume in relation to the requirements of the job.)**

#### **DUTIES:**

Under supervision, as a temporary employee, to do sub-professional work in fire prevention or other related work. Examples of work tasks include but are not limited to, one or more of the following:

Perform defensible space inspections in accordance with Public Resources Code Section 4291.

Increase awareness, knowledge and actions implemented by individuals and communities to reduce human loss and property damage from wildfires, such as defensible space and other fuels reduction activities, fire prevention and fire safe building standards.

### **MINIMUM QUALIFICATIONS**

#### **Either I**

Education: Completion of at least 12 semester units or 18 quarter units from a recognized accredited college or university in forestry or fire science, natural resource management, conservation, or a closely related subject.

#### **Or II**

Three (3) months of experience with public or private entities performing sub-professional work in forestry, fire prevention, fire suppression and control, natural resource management, or other related work.

## **Minimum Requirements**

## **Additional Documents**

You will find the Minimum Requirements in the Class Specification.

- [Job Application Package Checklist](#)

- [FORESTRY AIDE](#)

## Position Details

**Job Code #:** JC-117588  
**Position #(s):** 542-000-1060-910  
**Working Title:**  
**Defensible Space Inspector**  
**Classification:** FORESTRY AIDE  
 \$2,961.00 - \$3,566.00  
  
**# of Positions:** Multiple  
**Work Location:** United States  
**Job Type:**

## Department Information

The California Department of Forestry and Fire Protection (CAL FIRE) is California's fire department and resource management agency. The organization is comprised of nearly 8,000 permanent and seasonal employees. The mission of the Department is to serve and safeguard the people and protect the property and resources of California.

When you join CAL FIRE, you join a family of employees that function as a team. You will build trust and friendship with your co-workers, as together you respond to emergencies and challenging situations. CAL FIRE provides employees with a variety of career choices and opportunities. CAL FIRE offers well-paying careers and opportunities for advancement. We hope that you will consider a rewarding challenging career with CAL FIRE!



## Special Requirements

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the

USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 8/1/2018

### **Who May Apply**

This is a non-testing Classification, therefore, anyone meeting the Minimum Qualifications listed on the Classification Specification may apply for this position. Individuals in specific programs, such as the Welfare to Work Program, are encouraged to apply and will be given priority according to the applicable Laws and Rules. Please note on your application your current participation in these programs.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process.

Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### **How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

#### **Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Forestry & Fire Protection  
Attn: Defensible Space Inspector Position  
1234 East Shaw Avenue  
Fresno, CA 93710

#### **Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

CAL FIRE Southern Region Hiring  
1234 East Shaw Avenue  
Fresno, CA 93710  
Defensible Space Inspector Position  
08:00 AM - 05:00 PM

#### **Required Application Package Documents**

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Other - Work Location Preference Form
- Other - Authorization to Release Information Form. (PO-299)
  
- Other - Degree and/or School Transcripts
  
- Resume is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

A valid California driver's license.

## Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

### **Hiring Unit Contact:**

DSI Hiring Hotline  
(951) 907-5066

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

Reasonable Accommodation Coordinator  
(916) 445-7801  
Genavina.Mabary@fire.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## Required Documentation:

All candidates are required to complete, sign and submit the following:

**NOTE: ONLY FORESTRY AIDE APPLICATION PACKAGES WILL BE ACCEPTED FOR FORESTRY AIDES. DO NOT INCLUDE MULTIPLE CLASSIFICATIONS ON ONE APPLICATION PACKAGE.**

**(1) Examination / Employment Application Form STD 678**

In the box "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING" write: "Forestry Aide, Working Title: Defensible Space Inspector".

**(2) Resume**

**(3) Work Location Preference Form**

To obtain the Work Location Preference Form go to:

[http://www.fire.ca.gov/about/downloads/careers/Work\\_Location\\_Form-ForAide-2017.pdf](http://www.fire.ca.gov/about/downloads/careers/Work_Location_Form-ForAide-2017.pdf)

**(4) College transcripts (if applicable)**

If you are using the Education option to meet the minimum qualifications, attach a copy of your transcripts or degree. (Unofficial transcripts meet the requirement.)

**(5) Authorization to Release Information (PO 299 Form)**

The Authorization to Release Information form (PO 299) may be found at <http://www.fire.ca.gov/about/downloads/po299-2015.pdf>

**Failure to complete and sign any portion of the required application package may result in disqualification from the hiring process.**

**Application packages shall be postmarked no later than August 1, 2018. Application packages shall be mailed to the address below, to be considered for employment.**

**CAL FIRE – Southern Region Office  
Defensible Space Inspector Position**

**1234 E. Shaw Ave  
Fresno, CA 93710**

## Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.