



FIRE INSPECTOR

PART-TIME | PREVENTION DIVISION

The Arcata Fire District is accepting applications for the position of **Fire Inspector** in the Prevention Division.

- THE POSITION:
- Under general supervision of the Fire Chief, or designee, the Fire Inspector performs fire prevention inspections in all occupancy types to enforce applicable laws, ordinances, and regulations related to fire prevention. The position also assists with reviewing plans and specifications for new buildings and fire protection systems, participates in public fire-safety education and public-relations programs, investigates routine fire/life-safety complaints, and performs other related duties as assigned.
- ESSENTIAL FUNCTIONS:
- Conducting fire prevention inspections.
 - Inspecting public and private buildings for compliance with applicable life-safety, building, and fire-safety standards.
 - Investigating fire-hazard complaints and preparing reports and abatement notices.
 - Issuing violation notices and conducting follow-up to obtain compliance.
 - Assisting with review of plans and specifications for fire-safe construction and fire protection systems.
 - Assisting with billing and payment processing.
 - Making presentations to groups regarding fire safety.
 - Preparing routine correspondence and maintaining physical and electronic files.

- MINIMUM QUALIFICATIONS:
- Education:** High School Diploma/GED.
- Experience:** Any combination of education and experience that provides the required knowledge and abilities.
- Other Requirement at Time of Application:** Possession of a valid, insurable driver's license.
- DESIRABLE QUALIFICATIONS:
- AS/BS Degree in Fire Science or related field
 - CSFM Fire Inspector Certification
 - CSFM Prevention 3 Series
 - Fire Management Series

EMPLOYMENT INFORMATION:

Employment Status	Part-Time / Non-Safety / At-Will
FLSA Status	Non-Exempt
Bargaining Unit	Unrepresented
Salary	\$26.65 - \$32.40
Application Deadline	08/31/2026