



City of Loma Linda
A City focused on Health and Prosperity
Invites Applications for the position of

FIRE PREVENTION INTERN

CLOSING DATE: OPEN UNTIL FILLED
VOLUNTEER: NON-PAID INTERN

THE DEPARTMENT

The city of Loma Linda Fire Department responds to emergency incidents, including fires of all types, medical emergencies, rescues and other wide-ranging requests for service from two fire stations housing the full spectrum of fire/emergency apparatus. The department is also responsible for fire prevention and community education related to fire prevention.

THE POSITION/DUTIES

The volunteer will be assigned to the fire prevention division, and will receive instruction and training from the city Fire Prevention Inspector. After training the volunteer may:

- Assist with fire prevention inspections of industrial and commercial establishments
- Assist in community education activities such as: presenting community risk reduction information, answering questions, and handing out educational materials related to fire prevention.
- Provide courteous and expeditious customer service to the general public and city department staff
- Assist with special projects related to fire prevention and community education
- Perform administrative support duties to further the City and Department's ability to provide services to the general public, businesses and the community we serve
- Assist with the weed abatement program
- Assist with the hydrant maintenance program
- Additional Duties as assigned by the Fire Prevention Inspector and Fire Department Personnel

QUALIFICATIONS

- Must be 18 years of age or older
- High School graduation or G.E.D. is required.
- Valid Class C California driver license, acceptable driving record, and evidence of insurance are required
- Must successfully pass a background investigation prior to volunteering (including a live-scan & pre-employment physical).

Essential functions and duties require the following physical abilities and work environment:

The ability to work in a standard office environment, and regularly required to talk or hear. Required to stand, walk, use hands to finger, handle or feel; and reach with hands and arms. Occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl.

CERTIFICATES/SPECIAL REQUIREMENTS

- Must provide documentation at the time of application showing completion of : Fire Inspector 1A, 1B, 1C, 1D

HOW TO APPLY

The Application can be found online at: <http://www.lomalinda-ca.gov>

Complete and submit a city application, [supplemental questionnaire](#) and supporting documents, (i.e. certificates, cover letter and resume or cv) to the City of Loma Linda HR department. The application should clearly demonstrate the special requirements have been met. Please indicate your hours of availability on the application questionnaire. All documents are to be submitted at the time of application.

Submit the complete application to the City of Loma Linda HR department.

Mailing Address:

City of Loma Linda Civic Center

Attn: HR Department

25541 Barton Road

Loma Linda, CA 92354

or

Email: LHernandez@lomalinda-ca.gov

Inquiries regarding the position details and process should be directed to Tom Ingalls: TINGALLS@lomalinda-ca.gov

SELECTION PROCESS

Upon reviewing the applications, those most closely matching the desired criteria will be invited to interview. An eligibility list will be established to fill current and future vacancies. The selection Process includes:

- City Employment Application with certification attachments
- Interview
- Fingerprinting
- Background Check
- Medical Examination

This recruitment may close at any time without notice once sufficient applications have been received.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The recruitment may close without notice, at any time once sufficient qualified applications are received.