

# FIRE PREVENTION ENGINEERING ASSISTANT II (Fire Alarm/Sprinkler System Specialty)



(<http://agency.governmentjobs.com/lacounty/job/jobID=3561091&sharedWindow=0>)



APPLY

**Salary** ⓘ \$83,720.88 - \$106,866.72  
Annually

**Location** ⓘ Los Angeles County, CA

**Job Type** Full time

**Department** FIRE

**Job Number** 33773Q

**Closing** Continuous

DESCRIPTION

BENEFITS

QUESTIONS

## Position/Program Information



**FIRE DEPARTMENT**

**TYPE OF RECRUITMENT**  
**OPEN COMPETITIVE JOB OPPORTUNITY**

**FILING PERIOD**  
**July 25 2022 at 8:00 a.m. (PT) - Continuous**

**EXAM NUMBER**  
**33773Q**

**THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE DEPARTMENT ARE**

## **MET AND IS SUBJECT TO CLOSURE WITHOUT PRIOR NOTICE.**

### **DEFINITION:**

Under general supervision, performs professional fire protection engineering work involving review and approval of complex construction plans, and inspection of building sites for compliance with fire protection codes and regulations.

### **CLASSIFICATION STANDARDS:**

Positions allocable to this class are located in the Prevention Bureau of the Fire Department. Positions work under the administrative and technical supervision of a supervisory level fire prevention engineer. Incumbents are engaged in the performance of all fire protection engineering assignments. They are responsible for professional fire protection engineering work involving plan checks of technically complex structures, and review of fire flow and hydrant requirements for the purpose of safeguarding life and property against loss from fire, panic, and related hazards. Incumbents provide technical supervision to Fire Prevention Engineering Assistant I's. Incumbents in this class must possess thorough knowledge and understanding of engineering principles; acquired through academic training or related work experience, and thorough knowledge of fire codes and regulations; and fire hazardous materials. Incumbents must also exercise knowledge of the interpretation of legal land maps and parcels, and knowledge of mathematics sufficient to perform related engineering calculations.

### **Essential Job Functions**

- Conducts plan reviews and issues approvals for complex fire sprinkler systems (e.g., private fire line, wet-pipe, dry-pipe, pre-action, deluge and foam systems, standpipe and fire pump systems), fire alarm systems (e.g., automatic, manual, supervising station, emergency communications), fire sprinkler monitoring systems, and/or clean agent systems by reviewing and interpreting applicable codes (e.g., building, fire, residential, National Fire Protection Association (NFPA) standards); and comparing submitted plans (paper and computerized) using applicable software programs (e.g., Electronic Permitting and Inspection County of Los Angeles (EPIC LA)) in order to ensure that fire sprinkler systems and/or fire alarm systems are in compliance with minimum required codes and standards.
- Acts as a liaison for the Los Angeles County Fire department by attending meetings with upper management, local government officials (e.g., County/City, Water Departments, Building/Planning Department officials), and applicants (e.g., architects, engineers, contractors, owners); and interpreting and providing information pertaining to fire sprinkler/fire alarm system requirements in order to inform all involved of minimum code requirements for fire sprinkler systems and/or fire alarm systems.
- Clarifies and interprets fire sprinkler/fire alarm system requirements imposed on projects submitted for review by architects, engineers, or owners (e.g., home, building) by reviewing and interpreting applicable codes (e.g., building, fire, residential, National Fire Protection Association (NFPA) standards); communicating with applicants and providing a list of corrections; and ensuring compliance with applicable codes in order to approve the submitted projects.

- Consults with supervisor or higher-level staff for highly complex fire sprinkler/fire alarm system projects (e.g., large arenas, high-rise buildings, large warehouses) by conducting meetings and discussing the project; and presenting documentation (e.g., alternative means and method) in order to provide the applicant with final approval/denial of submitted projects.
- Conducts field inspections (e.g., fire flow test, fire pump acceptance test) by visiting project sites; witnessing or performing flow tests; and verifying test results in order to confirm project requirements are being met.
- Verifies calculations by reviewing submitted hydraulic calculations for trees, loops, and complex grid fire sprinkler systems; or reviewing voltage drop, back-up battery, and conduit fill calculations for fire alarm systems in order to ensure the submitted data supports what is on the plan.
- Collects fees associated with fire sprinkler and fire alarm systems by establishing the proper plan review fees; creating invoices for the fees; and verifying payment through Electronic Permitting and Inspection County of Los Angeles (EPIC LA) in order to ensure proper payment is received.
- Assist in new construction inspection on complex fire sprinkler/fire alarm system(s) by witnessing inspection and verifying proper installation of the system in order to confirm that the installation is in compliance with approved plans.

## **Requirements**

### **SELECTION REQUIREMENTS:**

#### **TRAINING AND EXPERIENCE:**

**Option I:** A Certificate of Registration\* as a Fire Protection Engineer -AND- One year's experience performing fire protection engineering work designing various types of fire sprinkler systems (e.g., wet-pipe, dry-pipe, pre-action, deluge and foam systems) or fire alarm systems (e.g., automatic, manual, supervising station, emergency communications)

**Option II:** Graduation from an accredited\*\* college with a bachelor's degree\* specialization in civil engineering, mechanical engineering, electrical engineering or fire protection engineering - AND - One year's experience performing fire protection engineering work designing various types of fire sprinkler systems (e.g., wet-pipe, dry-pipe, pre-action, deluge and foam systems) or fire alarm systems (e.g., automatic, manual, supervising station, emergency communications)

**Option III:** Five years experience performing fire protection engineering work designing various types of fire sprinkler systems (e.g., wet-pipe, dry-pipe, pre-action, deluge and foam systems) or fire alarm systems (e.g., automatic, manual, supervising station, emergency communications)

#### **LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### **PHYSICAL CLASS:**

3 - Moderate - Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects

weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**SPECIAL REQUIREMENT INFORMATION:**

\*In order to receive credit for any certificate(s), license(s), or college or university degree, such as a Bachelor's degree or higher, you **must include a legible copy of the certificate(s), license(s), or either the Official Degree, Official Transcript(s)\*, or Official Letter from the accredited institution (which shows the area of specialization and the date the degree was awarded) with the Registrar's signature and school seal at the time of filing or within fifteen (15) calendar days of submitting an online application.** If you are unable to attach your documents, you may e-mail them to [Fire-Examination@fire.lacounty.gov](mailto:Fire-Examination@fire.lacounty.gov) (<mailto:Fire-Examination@fire.lacounty.gov>) or fax them to (323) 264-7159. Failure to provide any required documentation will result in application rejection. Please include your Name, Exam Number, and the Exam Title on the submitted documents.

**Note:** "Official Transcript" is defined as a transcript that bears the college seal and states "official and/or copy" issued by the school's Registrar Office. A printout of the transcript from the school's website is **NOT** considered official and therefore, **will not** be accepted and will result in your application being incomplete and rejected.

\*\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies, which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also Acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Additional Information**

**EXAM CONTENT:**

This examination will consist of **TWO (2)** parts:

**PART I:** An evaluation of Training and Experience, weighted **60%**, assessing:

- Professional/Technical Knowledge of:
  - Regulatory codes for fire sprinkler systems
  - Regulatory codes for fire alarm systems
  - General understanding of fire sprinkler system design
  - General understanding of fire alarm system design
  - General engineering terminology
- Problem Solving & Analysis Skills
- Mathematical Ability
- Technology Use

**Candidates must achieve a passing score of 70% or higher in Part I in order to advance to Part II.**

**PART II:** A structured interview, weighted **40%**, assessing:

- Customer Focus & Relationship Building
- Ethics & Integrity
- Conscientiousness
- Conflict and Stress Management
- Adaptability
- Teamwork
- Oral Communication

**Candidates must achieve a passing score of 70% or higher on each weighted part in order to be placed on the eligible register.**

**NOTE:** All notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add [Jasmine.Anderson@fire.lacounty.gov](mailto:Jasmine.Anderson@fire.lacounty.gov) (<mailto:Jasmine.Anderson@fire.lacounty.gov>), [Fire-Examination@fire.lacounty.gov](mailto:Fire-Examination@fire.lacounty.gov) (<mailto:Fire-Examination@fire.lacounty.gov>), [AOGanesyan@hr.lacounty.gov](mailto:AOGanesyan@hr.lacounty.gov) (<mailto:AOGanesyan@hr.lacounty.gov>), [info@governmentjobs.com](mailto:info@governmentjobs.com) (<mailto:info@governmentjobs.com>), [noreply@proctoru.com](mailto:noreply@proctoru.com) (<mailto:noreply@proctoru.com>), and [donot-reply@amcatmail.com](mailto:donot-reply@amcatmail.com) (<mailto:donot-reply@amcatmail.com>) to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

It is also important that you provide a valid email address. DO NOT select "off" under Email Preferences within your profile or click "unsubscribe" on our notices if you would like the County of Los Angeles to notify you regarding your application status, test schedules, and other important information pertaining to your candidacy for this position. Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into [governmentjobs.com](http://governmentjobs.com) and viewing your profile inbox, which saves a copy of all emailed notices.

It is your responsibility to take the above steps to view correspondence. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

Notice of Non-Acceptance and Final Results letters will be sent via email. Test scores cannot be given over the phone.

### **TEST PREPARATION:**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/> (<http://hr.lacounty.gov/>). Please click on Find a Job, then click on Job Search Toolkit. You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html) ([http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html)). While test study guides will help in preparing for the test, we advise you to review ALL related

materials that you deem necessary.

### **SUPPLEMENTAL QUESTIONNAIRE:**

The acceptance of your application depends on whether you have **clearly shown that you meet the Selection Requirements** and you have completely filled out your application. Please fill out your application and the supplemental questionnaire completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your actual job title, beginning and ending dates, total number of hours worked (full or part-time), and description of work performed. Provide any relevant job experience and training in the spaces provided so we can evaluate your qualifications for this job. Your application will be rejected if it is incomplete. We may reject your application at any time during the selection process.

In order to receive credit for any certificate(s), license(s), or college or university degree, such as a Bachelor's degree or higher, you **must include a legible copy of the certificate(s), license(s), or either the Official Degree, Official Transcript(s)\*, or Official Letter from the accredited institution (which shows the area of specialization and the date the degree was awarded) with the Registrar's signature and school seal at the time of filing or within fifteen (15) calendar days of submitting an online application.** If you are unable to attach your documents, you may e-mail them to [Fire-Examination@fire.lacounty.gov](mailto:Fire-Examination@fire.lacounty.gov) (<mailto:Fire-Examination@fire.lacounty.gov>) or fax them to (323) 264-7159. Failure to provide any required documentation will result in application rejection. Please include your Name, Exam Number, and the Exam Title on the submitted documents.

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### **ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing score on the examination will be placed on the eligible register in the order of their score group for a period of **twelve (12) months** following the date of promulgation.

### **SPECIAL INFORMATION:**

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department

### **AVAILABLE SHIFT:**

Any Shift- Appointees must be willing to work any shift, including evenings, nights, weekends, and holidays.

### **BACKGROUND CHECK:**

Candidates who are extended a conditional offer of employment will be required to complete a background check, including a review of any criminal convictions, which requires a fingerprint scan. A candidate with a conviction history which has a direct and adverse relationship with the duties of the Fire Prevention Engineering Assistant II position may undergo the process for their conditional offer of employment to be rescinded. If rescinded, a candidate's name will be removed from the certification list pursuant to Civil Service Rule 6.04.

### **VACANCY INFORMATION:**

The eligible register resulting from this examination will be used to fill **Fire Prevention Engineering Assistant II** vacancies in the County of Los Angeles Fire Department, as they occur.

### **APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. We must receive your online application by 5:00 p.m. (PT), on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button, when it becomes available, at the top right of this posting. You can also track the status of your application using this website. If you are unable to access the website, you may enter the following link to access your profile: <http://www.governmentjobs.com/careers/lacounty> (<http://www.governmentjobs.com/careers/lacounty>).

**NOTE:** We must receive all required documents, if any, **at the time of filing or within fifteen (15) calendar days of submitting your online application.** Please check your application to ensure that the documents are uploaded by logging on to County of Los Angeles Department of Human Resources website and reviewing your submitted application. Applicants must submit all documents to be considered (official diplomas, official transcripts, certificates, etc.) during application submission. All documents must be clear and legible. Although resumes may be uploaded as attachments to the online application, resumes cannot be accepted in lieu of completing the online application. If you are unable to attach documents, you may e-mail them to [Fire-Examination@fire.lacounty.gov](mailto:Fire-Examination@fire.lacounty.gov) (<mailto:Fire-Examination@fire.lacounty.gov>) or fax the documents to (323) 264-7159 **at the time of filing or within fifteen (15) calendar days of submitting your online application.** Failure to provide the documentation will result in application rejection. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.

### **IMPORTANT NOTE:**

#### **ADDITIONAL INFORMATION REGARDING ONLINE FILING**

Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**. Utilizing **VERBIAGE** from the Class Specification and/or Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. Doing so may result in an

**INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

**SOCIAL SECURITY NUMBER:**

It is important that you provide your own Social Security Number (SSN) at the time of filing to ensure your application is processed accurately. Please include your SSN for record control purposes. Federal law requires that all employed persons have a SSN.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For applicants who may not have regular access to a computer or the Internet, you may borrow laptops and Wi-Fi hotspot from some public libraries throughout Los Angeles County to complete job applications. Please note that service hours and capacity may be limited at some public libraries. Refer to their website for more information: <https://lacountylibrary.org/reopening> (<https://lacountylibrary.org/reopening>)

**NO SHARING OF USER ID, EMAIL AND PASSWORD:**

If you do not already have an account/profile with the County of Los Angeles, you will need to create one. All applicants must file their application online using their **own** user ID and password. Using someone else's user ID and password may erase the original candidate's application record.

**TESTING ACCOMODATION:**

If you need accommodation to take the assessment, let us know by contacting the ADA/ Testing Coordinator at [Fire-Examination@fire.lacounty.gov](mailto:Fire-Examination@fire.lacounty.gov) (<mailto:Fire-Examination@fire.lacounty.gov>). The sooner you contact us, the sooner we can respond to your request and keep you moving through the process.

**ADA Coordinator Phone: (213) 466-5500**

**Teletype Phone: (800) 735-2922**

**California Relay Services Phone: (800) 735-2922**

**Department Contact Name:** Fire Examination Section

**Department Contact Phone: (213) 466-5500**

**Department Contact E-mail:** [Fire-Examination@fire.lacounty.gov](mailto:Fire-Examination@fire.lacounty.gov) (<mailto:Fire-Examination@fire.lacounty.gov>)

**Department Fax: (323) 264-7159**

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**Agency**

County of Los Angeles

**Address**

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Los Angeles, California, 90010

**Website**

<http://hr.lacounty.gov> (<http://hr.lacounty.gov>)