

THE CITY OF VALLEJO

INVITES YOUR INTEREST IN THE
POSITION OF

FIRE PREVENTION MANAGER



ABOUT THE CITY



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 125,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2024-2025 total budget of over \$285 million, with a General Fund of approximately \$138 million. The City has an authorized staff of 682 FTEs in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and Six-Council Members elected in districts, on a non-partisan basis, for four-year overlapping terms.

Vallejo City Council has adopted the following goals:

- Economic Development
- Efficient, Effective, & Responsive Government
- Housing & the Unhoused
- Public Safety
- Youth Development

THE DEPARTMENT

The Vallejo Fire Department consists of 90 employees, who are staffed between Administration, Suppression, Training, and Fire Prevention divisions.

Fire Prevention Division

The Fire Prevention Division is responsible for safety inspections, plan checks and permitting, fire reports and investigations, weed abatement, and public education and outreach. The Fire Prevention division consists of a Fire Prevention Manager, three Fire Prevention Inspectors, and one Secretary.

THE POSITION

The Fire Prevention Manager is a non-sworn, management class responsible for the Fire Department's Fire Prevention Division. The incumbent provides highly responsible and complex administrative support to the Fire Chief.

EDUCATION & EXPERIENCE

Equivalent to a bachelor's degree from an accredited college or university with major course work in fire science, fire prevention and safety engineering, public administration, or another field related to the intent of the class.

Five years of responsible municipal fire prevention and/or investigation activities; of which three years must have been in a supervisory capacity with administrative responsibilities.

At time of application, the following Licenses/Certificates are required:

CFSTES certificate or equivalent for:

- Fire Inspector I
- Fire Inspector II
- Plans Examiner

CFSTES courses or equivalent for:

- Fire Investigation 1A, 1B, 1C

At time of hire, the following are required:

- Valid California Motor Vehicle Operator's License

Within 12 months of appointment the following is required:

- Penal Code 832 Arrest and Firearms Course

THE IDEAL CANDIDATE

The City of Vallejo seeks a dynamic and experienced Fire Prevention Manager to lead its Fire Prevention Division.

The ideal candidate will possess a strong background in fire prevention, code enforcement, and public education, coupled with proven leadership and administrative skills. They will be responsible for developing, implementing, and directing comprehensive fire prevention and protection programs to safeguard life, property, and the environment from fire and other hazardous events. The ideal candidate will embody the City of Vallejo's commitment to ensuring a safe community through exceptional, professional fire service. They will actively engage in community outreach, public education, and interdepartmental collaboration to promote fire safety and prevention. Their leadership will be instrumental in advancing the Fire Department's mission and upholding its core values of integrity, responsibility, accountability, and honor.

ABOUT THE POSITION



COMPENSATION & BENEFITS



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$166,614.66** (this salary includes a 5% COLA which is effective in July 2025).

APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, please apply by clicking the QR code.



Only online applications will be accepted.

Candidates must attach a cover letter, resume, and 3-5 professional references to their online application and appropriately answer all supplemental questions in order to be considered for this position.

The application period for this position will close at 5:00 p.m. on Monday, August 4, 2025. Interested applicants are encouraged to apply early.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to move forward in the selection process.

BENEFITS

Some of our benefits include the following:

Retirement: CalPERS 2.7% at 55 formula for Classic Employees; 2% at 62 for PEPPRA Employees

Deferred Compensation: The City offers voluntary 457 plan

Health Insurance: The City participates in the CalPERS Health Benefits Program

Dental: Delta Dental Plan of California (City pays premium)

Vision: Vision Service Plan –VSP (City pays premium)

Vacation: 80 hours (0 to 4 years of service);
120 hours (more than 4 to 10 years of service);
160 hours (more than 10 to 20 years of service);
200 hours (more than 20 to 26 years of service);
224 hours (more than 26 years of service)

Paid Holidays: 12 paid holidays per year, plus 2 floating holidays

Sick Leave: 12 hours per month

Management Leave: 60 hours per calendar year, prorated based on date of hire

Life Insurance: The City offers an optional supplementary life as an elected benefit at the cost of the employee, AD&D insurance at no-cost to the employee

Flexible Spending Account (FSA)

*** The City of Vallejo is a Social Security participant***