### JOB TITLE: Engineering Specialist (Fire Protection)

### LOCATION: Statewide in California

### JOB OPENING #: 5553

OVERVIEW

The Judicial Council of California is accepting applications for the position of Engineering Specialist for the Facilities Services Office.

The Engineering Specialist will be responsible for providing Fire/Life Safety technical facility and construction engineering support activities, such as engineering plan reviews, and fire and life safety code compliance. Engineering Specialists ensure compliance with applicable codes, rules, and regulations, provide technical direction in Fire/Life Safety, and serve as a point of contact for both internal clients and external regulatory agencies.

The Judicial Council strives for work-life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, $130 monthly stipend towards public transit commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work from within the state of California. The Facilities Services staff is currently working from home under hybrid work schedule (in-house/remote) for 2022.

RESPONSIBILITIES

* Create and maintain a Fire/Life Safety inspection program:
	+ Under the guidance of Fire Protection Engineer, create and maintain an internal tracking system to list and track the deficiencies and corrective actions resulting from noted deficiencies in the Office of the State Fire Marshal (OSFM) annual inspection reports.
	+ Compile the OSFM annual reports attaining data from the OSFM website (GOVMotus), in-house applications (CAFM and JPIC), and contacting Operations unit Engineering Specialist for copies of the annual inspection reports.
	+ Communicate with Fire Protection Engineer and Facility Management Administrator and provide technical support and code interpretation for remediation of Fire/Life Safety deficiencies and issues.
* Develop and maintain a preventative maintenance program for the Inspection, Testing, Maintenance (ITM) of the Fire/Life Safety systems:
	+ Compile the ITM reports attaining data from the OSFM website (GOVMotus), in house applications (CAFM, JPIC), and contracting Facility Management Administrators for copies of the ITM reports.
	+ Create and maintain an internal tracking system to list and track the deficiencies, corrective actions, and expiration status for the required ITM tests for each facility.
	+ Provides technical engineering assistance for on-going Fire/Life Safety preventive maintenance and activities within the contract statewide.
* Support Office of the State Fire Marshall (OSFM) activities:
	+ Maintain a current log of GovMotus applications. Track expiration dates for OSFM permits.
	+ Keep a record of all OSFM permitted documents and issued certificates.
* Projects support:
* Track OSFM approvals for capital projects permit sets, delegated design, and deferred approvals. Coordinate with Inspection Services Engineering Specialist for plan reviewer approvals.
* Under the guidance of Fire Protection Engineer, create a comprehensive list of OSFM noted project deficiencies in existing portfolio.
* Identify priority facility management projects based on magnitude and scale of noted deficiencies.
* General responsibilities:
* Provides training to internal and external clients in assigned area.
* Prepared complex reports and documents.
* Attend meetings as directed.
* Provides orientation and guidance to new staff.

#### MINIMUM QUALIFICATIONS

Bachelor’s degree, preferably in a directly related field that would provide the knowledge and skills necessary for technical facility and construction engineering. An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.

**LICENSING AND** **CERTIFICATIONS** − Valid driver’s license.

**OTHER**

As a condition of employment, employees must provide proof of full vaccination against COVID-19 or undergo weekly COVID-19 testing. Proof of vaccination, if submitted, must be received before the start date. If you have questions about these requirements, you may confidentially submit them to Human Resources at idm@jud.ca.gov.

Additionally, if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

**HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **July 31, 2022**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, go to job opening #5553 at https://www.courts.ca.gov/careers.htm

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation.  Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENT & BENEFITS

$6,169.00 - $8,635.00 per month

Some highlights of our benefits package include:

* Health/Dental/Vision benefits program
* 13 paid holidays per calendar year
* Choice of Annual Leave or Sick/Vacation Leave
* 1 personal holiday per year
* $130 transit pass subsidy per month
* CalPERS Retirement Plan
* 401(k) and 457 deferred compensation plans
* Employee Assistance Program
* Basic Life and AD&D Insurance
* Flex Elect Program
* Pretax Parking
* Long Term Disability Program (employee paid/optional)
* Group Legal Plan (employee paid/optional)

**The Judicial Council of California Is an Equal Opportunity Employer.**

**Supplemental Questions**

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. Do you have any other employment by the State of California that is not already provided on your application? If yes, please list the specific departments or agencies for which you worked. If you have no prior state service, please state “none”.
2. Describe your experience in reviewing fire life safety drawings.
3. Describe your knowledge in fire suppression, fire sprinkler, and fire detection for new and existing facilities.

1. Please identify your level of proficiency (beginner, intermediate, advanced) in California Fire Code and NFPA Codes.
2. Do you have a current valid California driver's license?