

# Eaton Fire Protection District

50 South Maple Avenue • Eaton, CO 80615

(970) 454-2115

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## JOB ANNOUNCEMENT

Position: **Fire Inspector**

Date Posted: 02/12/2020

Eaton Fire Protection District will be accepting applications for the position of Fire Inspector. Starting Base Salary: \$60,000.00 - plus excellent health/dental/vision benefits and FPPA retirement. Total benefits package is valued at approximately \$79,290.00

Work Schedule: The position will generally be scheduled to work 40 hours per week and report to the Deputy Fire Chief / Fire Marshall. Employment Status: "At-Will", FLSA Non-Exempt.

The Fire Inspector will be responsible for general coordination, administration and oversight of many program areas within the Fire Prevention Bureau, including completion of existing and new construction inspections, pre-fire plans, records management, issuing and managing annual hazardous materials operations permits, community relations, emergency management, and engine company referrals and inquiries. The Fire Inspector shall assist with safe and effective delivery of fire protection, emergency service response, and other duties as assigned. The Fire Inspector must be knowledgeable in the practice of modern fire suppression methods concerning the safe and effective care of all district assets. The Fire Inspector must be able to act in the position of firefighter, EMT-Basic, or additional positions when requested by the Fire Chief or their designee. Conditional job offers are contingent on background check and physical/medical evaluations; all appointees are considered "probationary" for 12 months from date of hire.

Minimum requirements: **Due by application closing 03/13/2020 @ 5:00 PM, MST.**

- (1) At least 3 years of continuous experience in a progressive department with increasing levels of experience and responsibility. Documentation required for noncurrent EFPD members.
- (2) Desirable of at least one (1) year of experience in fire code inspection and/or plan review that included formal education and/or training related to fire code inspections, enforcement, plan reviews, hazardous materials administration, building construction, fire protection systems, and/or fire prevention practices or equivalent.
- (3) Current IFSAC (or equivalent) Firefighter I & Hazardous Materials Operations.
- (4) Current Healthcare Provider CPR card and CDPHE or NREMT-B.
- (5) Completion of NIMS IS-100, 200 and 700.
- (6) Valid Colorado Driver's License.
- (7) Copy of Motor Vehicle Report (within past 30 days).
- (8) Applicant must live within 1 hour of EFPD Fire Station within 90 days of hire.
- (9) External candidates must provide a valid CPAT certification.

Additional desired qualifications:

- (1) State of Colorado Fire Inspector 1
- (2) Fire Officer certification
- (3) ALS certifications
- (4) Advanced Hazardous Materials Level

The following must be obtained post hire:

- Desired to obtain certification as a Public Fire and Life Safety Educator.
- Must obtain International Code Council and State of Colorado Fire Inspector I/II certification within 12 months of hire.
- Must obtain State of Colorado Fire Suppression System Inspector certification within 18 months of hire.
- Must obtain fire investigator certification/designation as both IAAI-FIT and NAFI-CFEI within 24 months of hire.
- Must obtain International Code Council and State of Colorado Fire Inspector III/Plans Examiner certification within 24 months of hire.

Candidates should download the Eaton Fire Protection District (EFPD) Application for Employment from the EFPD website at [www.eatonfire.org](http://www.eatonfire.org) or pick one up at the Eaton Fire Station at 50 S Maple Ave Eaton, CO 80615. Submit completed applications to Officer Manager Marcia Lutters by the deadline at EFPD, 50 S. Maple Ave., Eaton, CO., 80615

Application packet includes:

1. Letter of intent and description of previous work experience as it relates to the position of Fire Inspector.
2. Completed EFPD application.
3. Proof of certifications which meet **minimum requirements** including a Copy of Motor Vehicle Report (within past 30 days).
4. Resume (one page).
5. References; two personal and four professional on application form.
5. Signed copy indicating receipt and understanding of the position description.

**Hiring Schedule:**

<b>03/13/2020</b>	Application Deadline: <b>5:00 PM, MST</b>
03/17/2020	Notification of applicants selected (top 10)
03/23/2020 thru 03/25/2020	Interview Panels/ Assessment Center
03/27/2020	Conditional offer
04/16/2020	Prospective start date

Job Description: Fire Inspector- Eaton Fire Protection District  
(Revised: 02/05/2020)

Description:

Responsible for general coordination, administration and oversight of many program areas within the Fire Prevention Bureau, including completion of existing and new construction inspections, pre-fire plans, records management, issuing and managing annual hazardous materials operations permits, community relations, emergency management, and engine company referrals and inquiries. The Fire Inspector shall assist with safe and effective delivery of fire protection, emergency service response, and other duties as assigned. The Fire Inspector must be knowledgeable in the practice of modern fire suppression methods concerning the safe and effective care of all district assets. The Fire Inspector must be able to act in the position of firefighter, EMT-Basic, or additional positions when requested by the Fire Chief or their designee.

**ESSENTIAL JOB FUNCTIONS:**

- Maintain a close working relationship with internal and external stakeholders.
- Complete and follow-up on assigned inspections in commercial occupancies, schools and day care facilities, and oil and gas facilities.
- Coordinate the District's hazardous materials permit program, to including conducting inspections of occupancies that require Operational Permits from the District and confirm compliance and maintenance of permit requirements.
- Provide training to other EFPD members on the topics of fire codes, fire protection and alarm systems, building construction, public outreach and emergency management.
- Assist with implementation and delivery of the District's emergency management programs.
- Comply with the District's firefighter health and wellness screening programs, and meet all designated minimum fitness standards for operational firefighters.
- Attend scheduled staff meetings
- Attend district board and business meetings as requested by the Fire Chief
- Work efficiently with all other persons assigned to special projects
- Work efficiently and cooperatively with officers
- Work efficiently and cooperatively with administration personnel
- Attend training and developmental education as necessary to grow professionally
- Provide effective verbal and written communications
- Acquire and maintain all certifications current according to State and Departmental SOP's and direct guidance of the Fire Chief.
- Must ensure that minimum certifications are retained and kept current as a condition of employment.
- Observe and follow all SOP's, Guidelines and Policies for the Eaton Fire Protection District.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of current trends in firefighting strategies and tactics.
- Effective and tactful communication techniques with internal and external stakeholders.
- Ability to collect, analyze, organize, and present information effectively in written and oral formats.
- Ability to stay abreast of national trends and techniques relative to fire protection and life safety issues through professional development and education.
- Ability to read and effectively communicate the English language at a level to adequately perform the job, including the interpretation of technical manuals and specifications.

**Material and Equipment Directly Used:**

Standard office equipment, computer and related engineering and support software, visual aids, and radio and telecommunications equipment. Safe use of hand tools, portable ladders, and miscellaneous tools used in the work place. Ability to operate all District owned single passenger vehicles. Applicant may be expected to operate fire apparatus occasionally as well.

**Working Environment and Physical Activities:**

Work is performed in a variety of weather conditions and environments to include, but not limited to, office, construction sites, industrial facilities, and other public places. Must be able to meet all physical demands of an operational firefighter, according to that position description. Must be able to bend and stoop repeatedly and continually over time, lift and use arms above shoulder level, carry or move objects and work in small and/or cramped areas.

The person in this position must possess or be able to perform the following:

- Ability to operate at higher elevations in relation to the ground and do so with mobility and flexibility without jeopardizing the safety of self or others.
- May occasionally be exposed to loud noises and dust, typical of construction sites.
- May occasionally be required to navigate slippery or uneven surfaces, and work around moving objects or vehicles.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Pre-employment criminal history and driving background checks, as well as health/physical screenings, will be completed.

# Eaton Fire Protection District

I, \_\_\_\_\_ hereby acknowledge that I have received and read the EFPD Job Description for Fire Inspector (Revised 02/05/2020). I understand that information related to the position of Fire Inspector. Status is subject to changes as may be determined by the Fire Chief for the good of the department and its membership.

Signed: \_\_\_\_\_ (Printed full Name: \_\_\_\_\_)

Date: \_\_\_\_\_