

## **FULL TIME FIRE INSPECTOR/INVESTIGATOR**

The High Ridge Fire Protection District is accepting applications for the full-time position of Fire Inspector/Investigator.

The Fire Inspector/Investigator must be available daily Monday through Friday between 8:00 AM and 4:30 PM, and will average 40 hours per week. The position offers full family insurance, and starting pay is \$25 an hour with potential to make more after an 18-month probationary period.

Candidate must be able to perform fire prevention inspections and mitigate violations found in commercial and existing residential buildings. Job responsibilities also include teaching public education courses designed for fire prevention and public safety. Candidate will also be required to conduct fire origin and cause investigations.

Candidates must possess a valid drivers license, along with the following certifications through the Missouri Division of Fire Safety:

- Firefighter 1 & II
- Hazardous Material Operations
- Fire Investigator
- Fire Inspector I

The High Ridge Fire Protection District is an equal opportunity employer. Application packets are available at our headquarters, located at 2842 High Ridge Blvd, High Ridge, MO between the hours of 8:00 AM and 4:30 PM Monday through Friday, and must be returned with a resume by Friday, January 11th, 2019 at 4:00 PM.



## HIGH RIDGE FIRE PROTECTION DISTRICT JOB DESCRIPTION

<b>Job Title</b>	<b>Fire Inspector/ Investigator</b>
Department(s)	Fire Prevention and Investigation
Reports to	Fire Marshal
FLSA Status	Non - Exempt
Date Revised	August 15, 2018

### Summary of Duties

Performs fire prevention inspections and mitigates violations found in commercial and existing residential buildings. Teach public education courses designed for Fire Prevention and Public Safety. Conducts fire origin and cause investigations. Assists with command and control duties on emergencies.

### Essential Duties and Responsibilities

- Performs scheduled and unscheduled fire prevention and safety inspections on all commercial buildings, structures, and existing residential within the fire district and mitigates imminent danger, life safety, and other deficiencies per codes and ordinances through education, engineering, and enforcement;
- Enforces Fire Code, International Building Code, International Residential Code, Property Maintenance Code, and other related Ordinances as adopted by the High Ridge Fire Protection District; significant violations are referred to the Fire Marshal for consultation or resolution
- Maintains fire inspection program, records, and correspondence;
- Investigates and performs follow-up inspections on fire hazards/deficiencies, over-crowdedness, and violations of property maintenance;
- Assists with plan review for new construction and renovation as it pertains to fire safety features, egress, and hazardous materials;
- Maintains availability for emergency call-in through home or mobile phone
- Subject to be assigned to fireground operations such as Safety Officer;
- Able to conduct or assist with fire investigations and work with state and local authorities
- Teach public education courses, not limited to CPR, Fire Prevention, and Fire Safety
- Assists with special projects and performs other similar duties as assigned.



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**Supervisory Responsibilities**

- None

**Budgetary Responsibilities**

- None

**Minimum Qualifications**

- Must possess a high school diploma or equivalent and at least three years of directly related experience, or the equivalent combination of education and experience;
- Must possess appropriate certifications from the Missouri Division of Public Safety; Certified Missouri State Fire Inspector I, and Missouri State Fire Investigator;
- Must possess Missouri Division of Fire Safety Firefighter I & II
- Must possess Missouri Division of Fire Safety Hazardous Materials Operations
- Must possess a valid Driver's License
- Experience or certification from the International Code Council (ICC), National Fire Protection Association (NFPA), Fire Service Accreditation Congress (IFSAC) or equivalent certification and experience, including hazardous materials operations;



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**Knowledge, Skills, Abilities, and Competencies**

- Knowledge of fire safety codes and regulations, sprinkler and fire alarm systems, size, type, placement, and use of portable fire extinguishers, operation and placement of emergency lighting, signage, and fire doors;
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with citizens, co-workers, and representatives of other agencies, including individuals with various educational, lingual, and economic backgrounds;
- Ability to apply the three (3) “E”s of fire prevention, education, engineering, and enforcement, in that order.
- Ability to interact effectively with individuals who may be confused, upset, irate;
- Ability to remain calm and level-headed during times of high pressure or stress;
- Ability to enforce regulations firmly, impartially, and professionally;
- Ability to analyze situations and issues accurately, identify solutions while understanding consequences and identify a course of action;
- Ability to read and interpret gauges and indicator valves for sprinkler systems;
- Ability to use the computer, IPAD, and relevant software and perform internet search;
- Ability to read, locate, and interpret codes and ordinances;
- Ability to accurately organize and maintain paper documents and electronic files;
- Ability to consistently demonstrate sound ethics and judgement;
- Skill in oral and written communications with others, including superiors, peers, subordinates, the business community, and public.



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**Work Environment, Physical Demands, and Other Requirements**

- Work is performed in an office environment, in the field, subject to weather, and in precarious places, exposed to fumes and moving mechanical parts;
- Required to sit, stand, climb, reach, bend, talk and hear, read small gauge readings, and drive a motor vehicle;
- May be required to lift/move up to 25 pounds ( such as a box of paper).



# High Ridge Fire Protection District

## APPLICATION FOR EMPLOYMENT (1 of 3)

APPLICANT INFORMATION		
Position Applying For		Date
Last Name	First	M.I.
Street Address		Apartment/Unit#
City	State	Zip
Phone	E-mail Address	
Position Applied for		
Are you at least 18 years of age?		<b>YES</b> <b>NO</b>
Are you legally eligible for employment in the United States?		<b>YES</b> <b>NO</b>
Have you ever been convicted of a crime?*		<b>YES</b> <b>NO</b>
* If yes, explain		
EDUCATION		
High School		Address
From	To	Did you graduate? <b>YES</b> <b>NO</b>
Degree		
College		Address
From	To	Did you graduate? <b>YES</b> <b>NO</b>
Degree		
Other		Address
From	To	Did you graduate? <b>YES</b> <b>NO</b>
Degree		
MILITARY SERVICE		
Branch	From	To
Rank held		
<i>Explain how your training and experience in the military can benefit the High Ridge Fire Protection District.</i>		



# High Ridge Fire Protection District

## APPLICATION FOR EMPLOYMENT (2 of 3)

REFERENCES	
<i>Please list three people not related to you by blood or marriage, for professional references.</i>	
Full name	Relationship
Company	Years Acquainted
Address	Phone
Full name	Relationship
Company	Years Acquainted
Address	Phone
Full name	Relationship
Company	Years Acquainted
Address	Phone
PREVIOUS EMPLOYMENT	
<i>Please list your three previous employers, starting with the most recent.</i>	
Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To Reason for leaving
Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To Reason for leaving
Company	Phone
Address s	Supervisor
Job Title	
Responsibilities	
From	To Reason for leaving



# High Ridge Fire Protection District

## APPLICATION FOR EMPLOYMENT (3 of 3)

IN CASE OF EMERGENCY, PLEASE NOTIFY			
Name		Phone	
Address			
Name		Phone	
Address			
Name		Phone	
Address			
FIRE/ EMS TRAINING			
EMT-B License#		Expiration Date	
EMT-P License#		Expiration Date	
CPR Certified	YES	NO	Expiration Date
Inspector I	YES	NO	Expiration Date
Inspector II	YES	NO	Expiration Date
Investigator	YES	NO	Expiration Date
Instructor I or II	YES	NO	Expiration Date