



JOB OPPORTUNITY

FULL-TIME FIRE INSPECTOR I

Recruitment Open Until Filled

THE POSITION:

Washington Township, Montgomery County, Ohio, is seeking a driven and energetic staff member for the Fire Department. Under the direction of the Fire Marshal, is responsible for fire inspections involving new and existing structures within Washington Township.

QUALIFICATIONS:

In addition to the online application, you must attach the following materials in order for it to be considered a complete application: cover letter, resume, certifications, high school diploma or equivalent, and if applicable, college degree and a full copy of any military discharge paperwork.

For first consideration, required certifications listed below must be attached to your online application by the application deadline.

Applicant must possess and attach currently valid copies of the following:

- High school diploma or equivalent
- State of Ohio Fire Safety Inspector certification
- Valid American Heart CPR, AED, and First Aid card
- Ohio Hazardous Materials Operations certification within one year of hire date
- Other State and Federal certificates, as required
- Any combination of training or experience, which provides the necessary knowledge, skills and abilities

Must possess and maintain a valid driver license and remain insurable under the Township vehicle insurance plan.

Preferred qualifications would include: Associate degree in Fire Protection Engineering, Fire Science Technology, Safety/Risk Management or related to Fire Safety/Engineering; State of Ohio Fire Protection Inspector (Ohio Board of Building Standards) certification, and IAAI FIT through the International Association of Arson Investigators.

COMPENSATION & BENEFITS:

Salary range is \$44,554 to \$58,614, and is a non-exempt, non-union position. Entry rate is contingent upon candidate's experience, qualifications, and related skills, knowledge, and ability. Excellent benefits.

APPOINTMENT PROCEDURE:

The selection process will include a review of all submitted materials. The appointment procedure may include written/video tests, assessment centers, interviews, physical, and polygraphs. Candidate will be required to complete a criminal background check, driver license review, and personal background investigation. The Fire Chief may waive certain requirements to ensure an adequate candidate pool.

Complete the application online at <http://www.washingtontwp.org/jobs> and click on any of the **red Apply Here** buttons.

Make sure to click on the additional information at the bottom of the posting to get additional application information and questionnaire.

For first consideration, requested materials must be received through our online application website by **Wednesday, November 25, 2020**.

Incomplete application submittals will not be called or considered.

FIRE INSPECTOR I (FT)

OCTOBER 2020



FIRE INSPECTOR I RECRUITMENT OVERVIEW

If you are asked to continue forward in the hiring process, the dates and locations listed below are provided to you as a courtesy. Please note that these are tentative dates/locations and are subject to change without notice.

Everyone will be notified of the final outcome.

<u>Event</u>	<u>Date and Time</u>	<u>Location</u>
First Interview	Week of November 30th	Virtual via Zoom
Second Interview	Week of December 7th	Washington Township Fire Headquarters 8320 McEwen Road, Dayton 45458
Final Interview	TBD	Washington Township Government Center 8200 McEwen Rd. Dayton 45458



FIRE INSPECTOR I

Employment Status: Full-Time
FLSA Status: Non-Exempt
Reports To: Fire Marshal

Approved: September 1, 2010
Revised: August 13, 2020
Reviewed: August 13, 2020

JOB SUMMARY

Under the direction of Fire Marshal, is responsible for fire inspections involving new and existing structures within Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Inspects new and existing buildings for code compliance as outlined in building, fire and related codes.
- Assists with fire protection inspections, acceptance tests, and other fire safety tests and checks.
- Inspects and tests fire protection systems.
- Prepares written documents and notices of inspection pertaining to inspection and testing.
- Provides information to company inspectors regarding code inspection problems and questions.
- Issues fire code permits.
- Maintains fire lanes as designated.
- Maintains and updates files relating to review and inspection, including inspections records, reviewed plans, building prints, current codes and vendor information.
- Responds to pertinent citizen inquires.
- Researches fire code-related items, as assigned.
- Maintains job-related records, correspondence and prepares reports.
- Assists in administrative staff activities such as preparation of memos, manuals and budget requests.
- Knows and understands the Township Records and Retention Policies.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Reads, writes, understands and edits reports, manuals, labels, letters, memos and correspondence.
- Works in all weather conditions and in all terrain conditions.
- Provide excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality and timely and efficient completion of assigned duties.



FIRE INSPECTOR I

REPRESENTATIVE LIST OF RESPONSIBILITIES (CONTINUED)

- Promotes, get along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- State of Ohio Fire Safety Inspector certification.
- Valid American Heart CPR, AED, and First Aid card.
- Ohio Hazardous Materials Operations certification within one year of hire date.
- Other State and Federal certificates, as required.
- Any combination of training or experience, which provides the necessary knowledge, skills and abilities.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree in Fire Protection Engineering, Fire Science Technology, Safety/Risk Management or in a related Fire Safety/Engineering.
- State of Ohio Fire Protection Inspector (Ohio Board of Building Standards) certification
- IAAI FIT through the International Association of Arson Investigators.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Possess a valid Ohio Fire Safety Inspector certification.
- Possess a valid Ohio Hazardous Materials Operations certification within one year of hire date.
- Possess a valid American Heart CPR, AED, and First Aid card.
- Possess all State and Federal certificates, as required.
- Considerable knowledge of applicable building, fire and related codes and laws.
- Knowledge of fire protection systems.
- General understanding of theories of fire science, fire safety and fire prevention.
- General knowledge of fire control.
- Wears and effectively uses all protective gear, including duty boots, protective eyewear and headgear, respiratory protection, and gloves, when applicable.
- Ability to provide truthful and accurate testimony in a deposition and court of law.



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PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

(CONTINUED)

- Ability to read and comprehend blueprints and written documentation of building construction and building system design.
- Ability to visually inspect buildings.
- Ability to make decisions requiring technical knowledge and judgment.
- Ability to produce detailed reports in a timely manner.
- Ability to learn the geography of the Township, location of water mains, fire hydrants and major fire/life safety hazards within the Township.
- Ability to work with peers and supervisors to enhance career development through education and training opportunities.
- Proven ability to prepare technical and administrative reports.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to comply with all Township and job specific safety requirements.
- Considerable knowledge of the hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to effectively and professionally represent the Township while speaking before groups.
- Strong oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents.
- Proficiency with math skills necessary for use in code compliance, including the ability to use algebra and geometric formulas and metric conversions.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains a valid Ohio Fire Safety Inspector certification.
- Maintains a valid Ohio Hazardous Materials Operations certification.
- Maintains a valid American Heart CPR, AED, and First Aid card.
- Maintains all Federal and State certificates as required.
- Wears and effectively uses all protective gear, including duty boots, protective headgear, protective eyewear, respiratory equipment, and gloves, when applicable.



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DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

(CONTINUED)

- Strong ability to visually inspect buildings.
- Ability to read and comprehend written instructions, training and directives.
- Considerable knowledge of the geography of the Township, location of water mains, fire hydrants and major fire/life safety hazards within the Township.
- Demonstrates the ability to differentiate normal conditions from a potentially hazardous environment.
- Demonstrates the ability to differentiate between safe and unsafe conditions.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, and abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eyesight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Safely inspects high areas such as rooftops and ceilings.
- Safely maneuvers around construction sites.
- Opens and closes valves.
- Reads and inspects gauges.
- Wears and effectively uses all protective gear, including duty boots, protective headgear, protective eyewear, respiratory equipment, and gloves, when applicable.
- Bend, crouch, stoop, crawl, stretch and otherwise maneuver as necessary around numerous obstacles and tight spaces, as may be found in buildings, as well as training activities.
- Possess sufficient visual acuity in order to function optimally in darkness.
- Performs investigation and inspection activities below ground, at extreme heights, or in close proximity to hazardous materials.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.



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PHYSICAL REQUIREMENTS (CONTINUED)

- Hears instructions and commands while wearing protective head gear while performing normal duties.
- Balances on many surfaces as may be encountered in the course of fire safety inspections.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Moves about in close quarters and areas.
- Ability to work in inclement weather.
- Any other physical requirements as job changes.