



**CENTRAL VALLEY FIRE DISTRICT
POSITION VACANCY ANNOUNCEMENT
2024**

Position:	Fire Inspector
Wage/Salary:	\$85,552.92 Annually. Total annual compensation with benefits, \$130,703.14.
Benefits:	Paid vacation, sick and holiday leave; family health insurance and health reimbursement account, Public Employees Retirement System.
Fair Labor Standards Act Status:	Non-Exempt
Work Schedule:	Forty Hours Per Week
Date Position to be filled:	August 2024 / Open Until Filled
Supervisor:	Deputy Fire Marshal, Fire Marshal

GENERAL STATEMENT OF DUTIES

Under the direction of the Fire Marshal conducts a variety of project management, inspection and code enforcement duties to ensure compliance with fire and safety codes for new and existing residential and commercial occupancies. As assigned, oversees the District's fire inspection program, assists with the District's pre-incident planning program, and performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

The principal function of an employee in this class is to perform a variety of project management, inspection, and code enforcement duties to ensure compliance with fire and safety codes for new and existing occupancies. The work is performed under the supervision and direction of the Fire Marshal, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with assigned supervisors, District and City of Belgrade personnel, local businesses, area schools, homeowners, contractors, engineers, professional builders, and the public. The principal duties of this class are performed at various properties and/or construction sites with exposure to a variety of weather conditions and terrains.

EXAMPLES OF ESSENTIAL WORK (Illustrative Only)

The following is an illustration of the various types of work that may be performed by employees in this classification. The omission of job functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The list is topical in design and does not reflect the priority of duties.

Project Management

- Conducts plan reviews, inspections and field tests on fire alarms, fire sprinklers and fire/life safety systems to ensure compliance to all applicable fire and life safety codes as required;
- Maintains records of inspections and billable time worked in accordance with CVFD policy;
- As assigned, conducts plan reviews and inspections.

Inspections and Code Enforcement:

- As assigned, creates District wide inspection program for existing occupancies;
- Schedules and conducts fire inspections of designated buildings or structures;
- Documents and maintains complete and accurate records of all inspections and any regulatory actions taken, including preparing written reports and correspondence, and issuing notices to correct code violations;
- Takes any necessary measures to ensure prosecution of code violations, including assisting in the initiation of legal actions against violators, gathering and compiling evidence and proper documentation for court procedures, and presenting cases in court as necessary.
- As required, responds to reports of fire hazards, evaluates conditions, identifies potential hazards, and recommends the appropriate corrective action;
- Interprets fire and life safety codes and explains compliance conditions to developers, engineers, architects, property owners, and others as requested;
- May conduct inspections and field tests on fire alarms, fire sprinklers and fire systems to ensure compliance with all applicable fire and life safety codes;
- Advises administration, operations staff, shift personnel, and the public on technical issues.

Fire Pre-Plan Program:

- Assists Operations personnel to create a District wide fire pre-plan program for existing occupancies;
- Coordinates pre-planning visits with operations staff as appropriate;
- Assists Operations personnel with technical information for written pre-incident plans;
- Keep Administration and Operations fully and accurately informed concerning the availability of completed pre-incident plans and the need for subsequent updates.

General:

- Stays abreast of principles, practices and new development in assigned work areas by attending scheduled training sessions as required, conducting in-service training sessions and attending meetings, conventions and workshops;
- Addresses any complaints or problems from concerned parties and takes appropriate measures to ensure an expedient resolution or customer satisfaction in a timely and courteous manner;
- Establishes and maintains records and reports within areas of assignment, and/or as required by state and/or federal law and/or District policy;
- Provides needed information and demonstrations concerning how to perform certain work tasks to firefighters and new employees in the same or similar class of positions;

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of District operations and activities;
- Performs other duties consistent with the role and function of this classification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of fire and life safety codes;
- Thorough knowledge of methods of inspection;
- Thorough knowledge of fire protection and detection system design, operation and maintenance requirements;
- Thorough knowledge of the operation of fire prevention systems and related equipment, including fire alarms, fire sprinklers, fire suppression, extinguishers, generators, and other related equipment;
- Ability to quickly learn District policies and procedures;
- Ability to analyze maps, codes and legal descriptions;
- Ability to make appropriate judgments on compliance or non-compliance issues;
- Ability to establish and maintain effective working relationships with those contacted during the course of work;
- Ability to understand, interpret and make recommendations on construction plans, construction codes, resolutions, ordinances, and construction documents;
- Ability to effectively and assertively enforce specifications and regulations in a fair and impartial manner;
- Ability to prepare and maintain accurate and reliable records;
- Ability to train and instruct firefighters in fire and life safety principles, practices and techniques;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Demonstrates integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Ability and willingness to maintain the confidentiality of sensitive information;
- Consistently performs assignments in accordance with the District's values.

ACCEPTABLE EXPERIENCE AND TRAINING

- Associate degree in Fire Science, Architectural Design, Structural Engineering, or closely related field; and
- Five years of experience in inspections and plan review; and
- Considerable experience in Construction, other Building trades or a related field.

OR

- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

REQUIRED SPECIAL QUALIFICATIONS

- Valid Driver's License and possession of a valid Montana drivers' license within 60 days of employment;
- Upon hire, must possess or obtain in 12 months, the following ICC certifications or equivalent:
 - Fire Inspector 1
 - Fire Inspector 2
 - Fire Plans Examiner
- Pre-employment drug testing may be required.

PREFERRED QUALIFICATIONS

- ICC Building Inspector, Plumbing Inspector and/or Combination Inspector Certifications.
- Ability to obtain ICC Commercial Plans Examiner, Mechanical, Electrical and Plumbing Certifications as needed.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to review a wide variety of materials in electronic or hard copy form, and to effectively inspect construction sites for fire hazards or code violations;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone and other related equipment as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to efficiently access a variety of construction sites in a various terrains and weather conditions.

APPLICATION PROCESS

Please submit Cover Letter, Resume and Applicable Certifications as described below.

Deadline:

WEDNESDAY, AUGUST 21ST, 2024, AT 5 P.M.

Open until filled with priority given to applications received by the deadline.

Submit: By email to: administrator@centralvalleyfire.com (confirm receipt).

1. Cover Letter
2. Current Resume
3. Copies of All Relevant Certifications

To: Fire Inspector Application
Central Valley Fire District
215 Wings Way
Belgrade, MT 59714

For Additional Information Contact:

Fire Marshal Jake Zlomie
(406) 388-4480
jzlomie@centralvalleyfire.com

PROCESS TIMELINE

1. Cover Letter & Resume submitted by August 21st, 2024, at 5PM.
2. Initial Screening of Applicants – by August 23rd, 2024 at 5PM.
3. Week of August 26th – Zoom Interviews / Supplemental Questions (If Needed).
4. Week of September 3rd – Candidate Interviews – Central Valley Fire District Station 1.
5. Candidate Selection / Offer by September 6th, 2024.
6. Start Date: Negotiable.