



CITY OF WAUKEE
invites applications for the position of:

Fire Prevention Specialist - Inspector

SALARY:	\$29.22 - \$38.45 Hourly
DEPARTMENT:	Fire
OPENING DATE:	03/11/22
CLOSING DATE:	04/01/22 12:00 PM

JOB PURPOSE:

Under the general supervision of the Fire Marshal, performs a variety of administrative and technical work for enforcement of local, state fire safety codes, laws, and ordinances. Work includes inspections of commercial properties to ensure compliance and provide fire and life safety education to enhance our community fire protection and safety.

TENTATIVE HIRING SCHEDULE:**

March 11, 2022 - April 1, 2022 at 12:00pm - Applications Accepted

May 2 - 6, 2022 - 1st Round Interviews

May 16 - 20, 2022 - 2nd Round Interviews

May 27, 2022 - Offer extended

June, 2022 - Pre-employment background and physical

July 1, 2022 - Anticipated Start Date

**If you have a Firefighter 1 (IFSAC) and wish to be in protected class IPERS (sworn Firefighter) vs regular class IPERS, a written exam and physical agility evaluation is required (dates below). Information about the written exam can be found at [Central Iowa Fire & EMS Testing Consortium](#). The test is good for one year from the date of the exam from any City of the testing consortium. A passing Candidate Physical Ability Test (CPAT) or the Central Iowa Fire & EMS Consortium Ability Test taken within the past twelve (12) months will also be accepted.

For more information about the written test and physical ability evaluation, click this link and download the document: [Central Iowa Fire & EMS Testing Consortium](#)

Dates for written exam and physical ability evaluation:

April 11 - 27, 2022 - Complete written exam

April 19 - 21, 2022 - Physical ability evaluation

ESSENTIAL FUNCTIONS & SUCCESS FACTORS:

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Conducts inspections of residential, educational, institutional, commercial, hazardous, and industrial properties to determine and enforce compliance with fire safety codes and ordinances.

- Performs life safety inspections, community relations activities, public education, and emergency response related activities.
- Investigates complaints of code violations and fire/life safety hazards.
- Conducts inspections of new and existing properties under construction for compliance with approved plans and fire protection specifications.
- Reviews building and site plans for fire access, water supplies and works with developers, architects, contractors, and other city staff to ensure code compliance.
- Conducts plan reviews of new construction and renovation projects, including fire protection systems design and project specifications and coordinates with the building department on acceptance of building plans.
- Performs technical inspections of building construction and testing of fire protection system elements for acceptance tests and other testing related activities.
- Prepares written correspondence and reports, and issues written orders to eliminate fire hazards.
- Ensures all inspection activities are properly documented in the fire department's record management system.
- Responds to fire and rescue calls as needed or directed and performs within the directives, policies, SOG's, and protocols of the department.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees and the community.
- Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
- Interact effectively, professionally, and tactfully with the general public, all participating agencies, dispatch and law enforcement.
- Create and participate in a team environment.
- Ability to maintain favorable working relationship with co-workers, city officials, officials from other jurisdictions, business community and the general public.
- Display honesty, trustworthiness, dependability, and respectfulness at all times.
- Interpret verbal and nonverbal behavior, to develop accurate understanding of other's needs, values, and opinions.
- Actively support all efforts to increase cooperation, communication, and collaboration between and among departments, full-time and part-time on-call firefighters and the community.
- Knowledge of local and national fire codes, building construction, fire behavior, fire prevention concepts and methodologies.
- Demonstrate sound time-management skills by effectively with efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Operates with the safety of themselves, their co-workers, and the general public in mind at all times.

QUALIFICATIONS:

QUALIFICATIONS (KNOWLEDGE, SKILLS, EXPERIENCE):

- High School Diploma or General Education Degree (GED). Associate's or bachelor's degree preferred.
- Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy.
- FEMA ICS 100, ICS 200, ICS 700 required within 1 year of employment.

- Fire Inspector (IFSAC or other approved certification) required within 1 year of employment.
- Be able to operate and use all applicable fire department equipment and apparatus.
- Knowledge of local and national fire codes, building construction, and fire behavior; appropriate training standards; hazardous materials response; emergency driving techniques.

Sworn: Firefighter I (IFSAC), Hazardous Materials Operations (IFSAC), and the equivalent of three (3) years of full-time experience in firefighting, fire/building inspections, code enforcement, code compliance or similar position which would provide the required knowledge, skills, and abilities. Firefighter II (IFSAC) within 18 months of hire. Paramedic or EMT Preferred. **ALL certifications MUST be attached to your application.**

Non-Sworn: The equivalent of three (3) years of full-time experience in fire/building inspections, code enforcement, code compliance or similar position which would provide the required knowledge, skills, and abilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

PHYSICAL REQUIREMENTS:

- Able to pass the Waukee Physical Ability Evaluation at any time during employment (sworn only).
- Must be able to climb, balance, stoop, kneel, crawl, reach, stand, walk, drive, push, lift, grasp, feel, talk and hear.
- Able to lift, carry, push and pull up to 50 pounds.
- Able to perform all essential functions of the position while wearing required protective equipment.
- Responsive to visual and verbal alarms and other indications of distress.

WORKING CONDITIONS:

- Work is performed inside and outside and includes seasonal exposure to cold and heat.
- Will be exposed to darkness and poor lighting, fumes/odors, isolation, moving machinery, noise, visual strain, unprotected heights, wearing a respirator and self-contained breathing apparatus, working on uneven ground, mechanical hazards, biological hazards, medical hazards, electrical hazards, traffic hazards, possible explosion, and bodily injury.
- May be exposed to significant workplace pressure and irregular hours.
- Standard work hours must be flexible, will include days, evenings, and weekends, may be greater than 40 hours per week, and may be called to report to duty at any time.

APPLICATIONS MAY BE FILED ONLINE AT: <https://www.waukee.org/> Position #Fire Prevention Spec Inspector
FIRE PREVENTION SPECIALIST - INSPECTOR
TC

236 W. Hickman Rd
Waukee, IA 50263

HR@Waukee.org

Fire Prevention Specialist - Inspector Supplemental Questionnaire

* 1. What is your highest level of education?

- High School Diploma or GED
- Associates Degree
- Technical Certification
- Some College
- Bachelors Degree
- Masters Degree

* 2. How many years of related work experience do you have?

- No experience
- Less than 1 year experience
- 1 year to less than 2 years experience
- 2 years to less than 3 years experience
- 3 years to less than 4 years experience
- 4 years to less than 5 years experience
- More than 5 years experience

* 3. Please describe your related work experience, including

dates,
position title,
and name of
employer. If
do not have
any, please
put N/A.

- * 4. Do you have a Firefighter I certification?

Yes
 No

- * 5. Do you have a HAZMAT Operations certification?

Yes
 No

- * 6. Do you have a Firefighter II certification?

Yes
 No

- * 7. Do you possess a Fire Inspector Certification from IFSAC, ICC, NFPA or equivalent?

Yes
 No

- * 8. Do you possess any trades certifications or licenses?

Yes
 No

- * 9. Please list which trades certifications or licenses you have. If you do not have any, please put N/A.

* 10. Do you have a current Iowa Emergency Medical Technician (EMT) certification?

- Yes
 No

* 11. Do you have a current Paramedic certification?

- Yes
 No

* 12. Do you have FEMA IS-100, IS-200, (or IS-195) and/or IS-700?

- Yes
 No

* 13. Please list which one you have, FEMA IS-100, IS-200, (or IS-195) and/or IS-700. If you do not have any, please put N/A.

* 14. Have you taken the National Firefighter Selection Inventory Exam within the past 12 months? If yes, please attach your certification of completion, or score report.

- Yes
 No

* 15. Have you taken the Candidate Physical Ability Test (CPAT) or the Central Iowa Fire and EMS Testing Consortium Physical Ability Test within the past 12 months? If yes, please attach your certification of completion or report.

Yes

No

* 16. Do you currently possess a valid drivers license?

Yes

No

* Required Question