Position Description
FIRE INSPECTOR / FIREFIGHTER / EMT

INTRODUCTION

The City of Hailey, Idaho is seeking to fill a current full time position for a Fire Inspector/Firefighter/EMT at the Hailey Fire Department. This position performs fire and life safety inspections of occupancies within Hailey city limits, in addition to conducting numerous public fire prevention programs. As a fire department employee, this person will respond to fire department related emergencies while on duty.

RESPONSIBILITIES OF THE POSITION

Essential duties and responsibilities for Fire Inspector include:

- Conducting various types of inspections and plan reviews to ensure compliance with fire and building codes and related laws and ordinances in new and existing buildings.
- Under the direction of the Fire Marshal, develops, implements conducts and maintains fire and life safety education programs for youth and adults. Provides information and makes presentations to school and community groups.
- Prepares clear, understandable technical and non-technical summations of related fire and life safety matters.
- Maintains clear and concise records of public education programs, inspections, fire investigations and city business records.
- Investigates complaints related to fire code violations such as illegal burns and accumulated waste presenting a fire hazard. Meets and discusses violations with individuals, and issues citations as necessary.
- Responds while on duty to fire or rescue emergency calls, in addition to non-emergency service calls.
- May assist in performing periodic maintenance and testing of the fire station, apparatus, equipment and fire hydrants.

QUALIFICATIONS
Minimum Requirements:

- Valid Idaho driver’s license.
- High school diploma or GED.
- Be 18 years old.
- Have no felony convictions.
- Successfully complete physical agility/performance testing.
- The ability to communicate effectively, both orally and in writing. Computer literacy in word processing programs is a must.
- Skills in establishing and maintaining effective working relationships with department staff and members of the public.
Be self-motivated, honest and have an excellent work ethic.
Have a minimum of two years current experience as a full-time or part-time firefighter.
Residence within reasonable proximity to Hailey City Limits.

Desirable Experience and Training:

- An Idaho EMT-Basic certification (or the ability to obtain Idaho reciprocity, prior to hire date).
- Current certification as an Idaho Fire Inspector.
- Associate Degree in Fire Science or related field.
- Previous experience in fire inspection and/or fire suppression, conducting fire cause investigations, coordinating volunteer organizations and motivating volunteers, delivering fire and life safety programs and previous experience initiating, developing and fostering partnerships with business, education and civic groups to deliver successful fire and life safety education campaigns.

WORKING CONDITIONS

While performing the duties of this position, the employee is frequently required to stand, sit, stoop, climb, bend, crawl, communicate, reach and manipulate objects, tools or controls. The position requires mobility in commercial and industrial facilities and areas having suffered fire damage. Duties involves moving materials weighing up to 50 pounds on a regular basis, such as boxes of public education materials, office equipment, fire hose, etc., and infrequently weighing over 75 pounds.

Manual dexterity and coordination are required approximately 75% of the work period while operating equipment such as a computer keyboard, telephone, calculator, motorized vehicle, instruments and tools used for fire and life safety education programs and fire investigations and inspections, etc.

The noise level in the work environment is typical of most office environment. Approximately 40% of the work period is spent in other working environments, which may expose the incumbent to inclement weather, hazardous materials, and other hazardous environments.

The typical work week will involve four (4) eight-hour work days plus one training evening and an average of two “on-call” night shifts per week. The standard work week may include all or partial weekends. While this position will not routinely incur overtime, this person may be required to perform “call-back” to emergencies while off duty and incur overtime situations. The successful applicant can expect to attend approximately three to four (3-4) weeks of specialized continuing education courses per year requiring out-of-state travel.
COMPENSATION

The starting salary for Fire Inspector is $2,200 - $3,000 per month. The City of Hailey provides a benefit package that includes:

- Comprehensive medical and dental insurance package.
- City-paid life insurance.
- City-paid long-term disability insurance.
- Paid time off.
- Eleven annual paid holidays;
- Full City-paid participation in the Public Employees Retirement System (PERSI).
- Opportunities for on-going professional development;
- Options to participate in deferred compensation plan, and other employee-paid insurance.

TENTATIVE RECRUITMENT AND SELECTION SCHEDULE

- Aug. 1 Recruitment Opens
- Aug. 24 Applications processed. Preferred applicants will be contacted to begin assessment process.
- Aug. 29-30 Written and oral communication skills assessment process, oral interview, reference check and criminal history check.
- TBA Physical and fitness exams conducted
- Sept. 10 JOB OFFER MADE.
- Oct. 1 Successful candidate begins work.

The City of Hailey is an Equal Opportunity Employer.

NOTE: This announcement is intended as a general description of the position and hiring process and is subject to change. It does not constitute either an expressed or implied contract.

Those who are interested in applying for the position of Fire Inspector/Firefighter/EMT for the Hailey Fire Department may pick up an employment application at the Hailey City Hall reception desk during normal business hours, or download an application from the internet at haileycityhall.org/employment.

The applicant must submit the completed City Employment Application in addition to a comprehensive resume and cover letter before 5:00 pm on August 24, 2007 at the City of Hailey. The application package may be delivered in person or by mail to Hailey City Clerk, 115 South Main Street, Hailey ID 83333. (Applications will not be accepted at the Hailey Fire Station Office).