

**POSITION: FIRE INSPECTOR**

**POSTING# 4206-0418jhm**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

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### **REQUIRED ATTACHMENTS TO APPLICATION:**

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure/certification

**STARTING SALARY: Step 33 – 39 \$20.54 - \$23.62 Hourly \$1,642.94 – 1,889.59 Bi-weekly**  
Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: April 6, 2018**

**CLOSING DATE: April 20, 2018**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### **JOB SUMMARY:**

Under general supervision of the County Fire Marshal, performs a variety of working level, technical fire prevention and investigative duties related to fire safety training and code enforcement to prevent loss of life and property caused by fire or other emergencies. Responds to fire and other emergencies in unincorporated Utah County.

### **DUTIES INCLUDE:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Perform annual fire inspections of currently licensed businesses in unincorporated Utah County, non-licensed facilities, and Utah County Government facilities as requested. Issue permits and conduct inspections of Liquefied Petroleum Gas (LPG) propane tanks, flammable and combustible fuel tanks, and hazardous materials according to adopted fire codes. Complete and issue explosive blasting permits and conduct on-site inspection for fire code compliance. Provide pre-fire plans, hazardous material inventory lists and other related information regarding permits to city fire chiefs as required by Utah County Fire contracts. Manage a computerized fire inspection program (CitizenServe) which tracks fire code violations of state and county adopted fire code.

Review plans, issue operational permits for, and inspect special events, carnivals, fairs, exhibits, and pyrotechnic displays. Respond to emergency calls in unincorporated Utah County areas to oversee operational procedures and look out for County's interest. Serve as Utah County Incident Commander for structural fire emergencies responded to by contract fire departments and implements command structure under the guidelines of Incident Command System (ICS) for fire suppression; manage county structural fire expenditures and support during these emergencies.

Function as primary fire investigator under the guidance of the Fire Marshal, for fires within unincorporated Utah County and assists cities when requested. Perform origin and cause investigations of fires. Serve on local, state, and federal task forces as assigned; respond to questions and complaints from the public, county departments, and other agencies.

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**DUTIES (CONT.)** Conduct interviews, gather evidence, and compile fire investigation reports as required by state law. Attend Utah Valley Dispatch Operations Board, Utah State Fire Prevention Board Meetings, Utah County Fire Chief meetings, Local Emergency Planning Council (LEPC) meetings to provide and gather up-to-date information on hazardous materials in Utah County and statewide, on a monthly basis.

Prepare for and participate in court proceedings; determine completeness of information, adequacy of evidence and general preparedness of various cases for prosecution; present testimony in court relevant to cases investigated; assist prosecutors in preparing exhibits, evidence and witnesses for court. Respond to emergency scenes at request of local fire officials in Utah County.

### EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of state, county, and city codes, laws, regulations, and ordinances related to fire prevention, investigation, and prosecution, knowledge of fire investigation methods and procedures, knowledge of common fire hazards and related safety precautions, knowledge of firefighting methods, techniques, and procedures, knowledge of hazardous materials, knowledge of fire sprinklers, knowledge of firefighting equipment types and varieties and their most appropriate and effective use, knowledge of equipment maintenance and care, knowledge of fire vehicle equipment Knowledge of Incident Command system and fire ground operations, skilled in interpersonal communication, skilled in training methods and techniques, skilled in basic computer use, ability to organize and analyze evidence related to causes of fire, ability to determine fire causes, ability to prepare department reports in a clear and understandable manner, ability to communicate effectively verbally and in writing, ability to develop effective working relationships with supervisors, fellow employees, and the public.

### REQUIREMENTS FOR EMPLOYMENT:

Associate Degree or higher in Fire Science or two years of related experience, a minimum of one year work experience which includes conducting inspections or other fire prevention services and fire ground operations. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### PREFERRED EDUCATION AND EXPERIENCE:

1. Utah State Fire Fighter I or higher or ProBoard or IFSAC equivalent
2. Utah State Fire Office or ProBoard or IFSAC equivalent
3. Utah State Hazardous Materials Operations or ProBoard or IFSAC equivalent
4. Utah State certification as Fire Investigator or ProBoard or IFSAC equivalent
5. One or both of the following national recognized Fire Investigation certification(s):  
National Association of Fire Investigators (NAFI)  
International Association of Arson Investigators (IAAI)

### LICENSURE/CERTIFICATIONS:

Applicant must possess either Utah State Fire Inspector I or International Code Council (ICC) Fire Inspector Certification at time of application and obtain the other during probationary period for new hires or during the trial period for County Employees promoted into this classification through a competitive recruitment process. *Note: International Fire Service Accreditation Counsel Fire Inspector (IFSAC) certification or National Board on Fire Service Professional Qualifications (ProBoard) may be substituted for the Utah State Fire Inspector I certification.*

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.