



# Woodburn Fire District

## Fire Inspector - Part Time

### Job Description

The Woodburn Fire District is seeking qualified candidates to perform the duties of a part-time fire inspector.

**Salary:** \$38 to \$44 per hour. Hourly wage is dependent upon certifications and relevant experience. Additional compensation beyond this range will be considered for the candidate with the ideal mix of required and preferred certifications and experience in the performance of required and preferred job functions.

**Employee Benefits:** No employee benefits are included with this part-time job beyond what is required by state employment law. Health care benefits are available if desired with a corresponding reduction in wages.

**Hours & Work Schedule:** Hours worked must average 20 hours per week. The actual work schedule and hours are flexible provided that the principle functions of the position are accomplished.

**How to Apply:** Submit a cover letter and resume to Woodburn Fire District at [korrin@woodburnfire.com](mailto:korrin@woodburnfire.com) or mail to 1776 Newberg Hwy, Woodburn, OR 97071. **Applications must be received no later than 7:00 am on June 20, 2022.** Please call Korrin at 503-982-2360 if you have any questions or would like more info.

#### Job Description – Fire Inspector – Part Time

The principal function of the part-time inspector is to promote community safety through fire prevention activities, including conducting fire code and life safety inspections, and public education services. The work is performed under the supervision and direction of the district's part-time fire marshal. Considerable leeway is granted for work schedule and the exercise of independent judgment and initiative.

This position may assist line members in the performance of assigned company based inspections and provide follow-up for hazards that are not abated following the first reinspection.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the fire marshal, city

personnel, other fire districts, federal and state agencies, insurance companies, area schools, civic and community organizations, local businesses, homeowners, contractors, engineers, professional builders, and the general public.

The principal duties of this class are performed at all public, commercial, and multi-family dwelling properties, various city properties and/or construction sites where fire safety systems may be installed and tested, with exposure to hazardous processes, chemicals, and gasses, with possible travel to other jurisdictions as assigned.

Depending upon certifications and experience, this position may provide plan review to ensure compliance with applicable water supply and emergency response access codes for the city and rural areas.

Depending upon certifications and experience, the fire inspector may perform fire investigations and/or coordinate the investigation with the Oregon State Fire Marshal investigators and the Oregon State Police arson investigation team.

### **Minimum Qualifications**

- High School Diploma or GED
- Valid Oregon driver's license – *or the ability to acquire by appointment*
- Successful completion of a comprehensive background investigation prior to appointment
- The ability to be insurable to drive district vehicles

### **Required Certifications**

- DPSST Fire Inspector I (*or equivalent*)

### **Preferred Certifications**

- Fire Plans Examiner - ICC and Oregon Inspector Certification
- NPPA Fire Investigator (*or equivalent*)
- Ability To Speak Spanish

### **Knowledge Of**

- Positive and effective customer service principles;
- Laws, codes, ordinances, and regulations related to fire prevention, inspection, and enforcement;
- Proper handling and storage procedures and practices for hazardous materials, including methods of controlling combustion or explosions;
- Public education principles, practices, methods and techniques as they pertain to fire and injury prevention Fire prevention, suppression and inspection methods, principles, techniques and practices;
- Current literature, trends, and developments in the field of fire prevention inspections;

- Residential and commercial building designs, construction methods, and construction materials;
- Fire protection fixed systems including building extinguishers, sprinklers and alarm systems;
- District policies and practices as they relate to fire prevention;
- Plan review, new construction inspection procedures and best practices; *(preferred but not required)*.
- Procedures, techniques and principles related to fire cause investigation; *(preferred but not required)*.

### Skilled In

- Providing positive and effective customer service with an emphasis on problem solving.
- Recognizing fire hazards, hazardous materials, violation of fire and building codes, regulations and laws, and ability to make appropriate corrective recommendations;
- Conducting fire inspections in a detailed and efficient manner;
- Working effectively with district staff, other fire districts, Federal and State agencies, and insurance companies, businesses, civic and community groups, area schools, and the general public;
- Functioning as team member to support the mission and direction of the district;
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language;
- Preparing and presenting accurate and reliable reports containing findings and recommendations;
- Operating or quickly learning to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Learning and putting to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Promoting a culture of teamwork and communication by working in collaboration and treating coworkers with respect and dignity and maintaining an open mind to diverse voices and ideas.
- Analyzing maps, plans, codes, regulations and legal descriptions, and making appropriate judgments on compliance or non-compliance issues; *(preferred but not required)*.
- Performing fire investigations of commercial, residential and outside fires; *(preferred but not required)*
- Conversational Spanish; *(preferred but not required)*.

## **Preferred Experience**

Minimum of three (3) years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position as listed above.

## **Physical Requirements**

Though this position works mostly in an office setting, exposure may be required as needed during investigative activities to hazards such as fumes, chemicals, body fluids, and other hazards encountered within his or her investigative role. The position may also require exposure to adverse environmental conditions including inclement weather, extreme temperatures, noise, dust, dim lighting, and other conditions that may be present while performing any of the essential functions. This position may involve regular stress related to the performance of the job, frequent travel inside the District, occasional travel outside the District, and working long hours as needed. Supplemental emergency response requires the ability to lift, pull, drag, and carry heavy loads and perform other physical exertions related to firefighting, rescue, and emergency medical operations.

## **Supervision Received**

The work is performed under the supervision and direction of the district's part-time fire marshal. Considerable leeway is granted for work schedule and the exercise of independent judgment and initiative.

## **Supervision Exercised**

None

*The description of job duties, responsibilities, and requirements listed above is intended to be illustrative and is not intended to list all duties, responsibilities, and requirements that may be required for the performance of the of the job classification. Employees may be required to do all or some of the listed duties, or other related duties as needed by the District. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. It is also intended to be compliant with the Americans with Disabilities Act.*