



Fire Protection Engineer Interview and Selection Process

Position: Fire Protection Engineer
Salary: Starting at \$72,000.00 (Depending on Qualifications)
Official Posting Date: January 20, 2022
Application Closing Date: February 7, 2022
Anticipated Interview Date(s): Week of February 21, 2022
Fire Chiefs Interview: TBD
Projected Start Date: TBD

South Adams County Fire Protection District is currently seeking qualified applicants interested in participating in an upcoming interview process for the position of Fire Protection Engineer. If you are qualified and interested in this position, please submit the documentation as outlined below in "Application Packet Requirements".

Any applicant who is requesting reasonable accommodation for a disability under the Americans with Disabilities Act (ADA), must do so at the time of application. Please contact Human Resources to discuss or coordinate this confidential process.

Applicants must submit an application packet in email to careers@sacfd.org with **three separate pdf or .doc attachments**, as are listed below. Applications must be received no later than 1700 (5pm) on 02.7.2022.

Application Packet Requirements

1. Cover letter - Indicate the position you are applying for, describe your experience, and explain why you want to work as the Fire Protection Engineer for SACFD.
2. Completed SACFD 'Application for Employment' form (unless candidate is currently employed by the South Adams County Fire Department).
3. Resume - no more than 2 pages and should include:
 - a. your work or volunteer history
 - b. high school and college education
 - c. list all relevant certifications you have obtained
4. Please DO NOT include photocopies of certifications, identification, driving records, diplomas, letters of reference, or other additional materials with your application packet.

Required Qualifications:

- High School diploma or equivalent.
- Associates Degree in Fire Protection Technology, Fire Science, or Construction Science.
- Valid State of Colorado Driver License within 30 days of acceptance of position and consent to run MVR.
- Legally authorized to work in the United States.
- Able to speak, read, and write the English language.

Preferred Qualifications:

- Bachelor's Degree in Fire Protection Engineering.
- Ability to read, write, speak, and understand the Spanish language.

Please note that your application, as well as all supporting documentation, will be considered as part of the interview process. Applications that are incomplete or do not follow specific instructions, as outlined above, will not move forward in the interview process.

Benefits:

The district offers a generous benefits package including but not limited to the following:

- Vacation
- Sick Leave
- Medical, Dental and Vision Insurance
- A robust pension plan through FPPA
- 12 paid holidays annually
- Education Reimbursement
- Post-Employment Health Plan

**South Adams County Fire Department
Job Description
FIRE PROTECTION ENGINEER**

Position: Fire Protection Engineer
Supervisor: Fire Marshal
Division: Fire Prevention
FLSA Status: Non-exempt
Effective Date: January 2022
Salary Range: Starting at \$72,000 (Depending on Qualifications)

This Job Description is established by the South Adams County Fire Department to outline the basic requirements, duties, and general responsibilities of the Fire Protection Engineer, and is written to complement the District's Member Handbook and Standard Operating Guidelines.

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

The Fire Protection Engineer position is responsible for the technical review and approval of construction, development, hazardous material processes, fire protection systems, and private water supply systems; performs inspections of both new and existing buildings; witnessing various tests required for fire protection equipment, water supplies, and hazardous material processes; attends meetings on development and building construction projects; prepares necessary correspondence, reports, and records; responds to fire emergencies as directed; processes and inspects citizen complaints; performs other related duties as directed.

Immediate Supervisor:

The Fire Protection Engineer reports directly to the Fire Marshal.

Supervisory Responsibility:

None

Essential Functions:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary Duties and Responsibilities:

The following duties are an overview of the essential duties and responsibilities of the Fire Protection Engineer and should not be considered an all-inclusive list.

1. Knowledge of the Department's rules, policies, and procedures, including but not

limited to the rules, policies and procedures contained in the Department's Member Handbook and Standard Operating Guidelines.

2. Conducts plan reviews on developments, buildings, hazardous material processes, fire protection systems, and private water supplies as directed by the Fire Marshal.
3. Ensures appropriate fees related to the fire code plan review are applied to each project.
4. Schedule and perform field inspections and acceptance tests on development projects, construction projects, fire protection systems and private water supplies to ensure projects comply with approved plans, documents, and specifications.
5. Document and track information relating to the plan review and inspection programs.
6. Participates in meetings and assist owners, architects, developers, construction superintendents and building managers in understanding the requirements of, and complying with, the applicable fire code and nationally recognized standards
7. Responds to citizen inquiries and concerns related to fire prevention issues, such as fire hazard complaints, code interpretations, and information distribution.
8. Assists in the evaluation of alternate materials and methods to confirm compliance with the intent of applicable fire codes.
9. Assist with actions to enforce compliance where voluntary compliance is not achieved.
10. Attends training classes, seminars, and other forms of continuing education to maintain and advance fire protection skills and knowledge
11. Develop and maintain positive, effective working relationships with Department employees, volunteers, reserves, other governmental agencies, and the community.
12. Maintain positive and constructive written and oral communication skills at all times.
13. Work well in a progressive team-oriented environment with a positive attitude and be a self-starter.
14. Work a schedule of Monday through Friday 8:00am to 5:00pm.
15. Performs work in a manner consistent with the Department's stated mission, vision, and values along with promoting a positive, professional image of the Department at all times.
16. Perform other duties as directed.

Minimum Qualifications and Certification Requirements:

1. Possess a high school diploma or G.E.D.
2. Possess and maintain (without interruption) a valid Colorado driver's license, and acceptable driving record.
3. Associates Degree in Fire Protection Technology, Fire Science, or Construction Science.
4. Possess and maintain the following certifications.
 - International Code Council (ICC) Fire Plans Examiner.
 - State of Colorado Fire Inspector III - Fire Plans Examiner.
 - Education and experience in fire protection engineering plan review and inspections may be considered with the requirement of obtaining within one year after date of hire the ICC Fire Plans Examiner and State of Colorado Fire Inspector III - Fire Plans Examiner.
5. Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) Classes (within one year after date of hire).
 - ICS-100, Introduction to Incident Command System or equivalent.
 - ICS-200, ICS for Single Resources, and Initial Action Incidents or equivalent.
 - NMIS IS-700, An Introduction to the National Incident Management System
 - NMIS IS-800, National Response Framework, an Introduction
6. CPR/AED Certified (within three months after date of hire)
7. Ability to operate a personal computer and software, including but not limited to Bluebeam Revu, District's RMS and Inspection software, and Microsoft programs.
8. Ability to use independent judgment to solve problems.
9. Knowledge of national, state, and local codes and standards related to the general aspects of plan review, inspections, and code enforcement.
10. Knowledge of modern fire prevention procedures, techniques, and equipment.
11. Knowledge of fire and life safety inspection techniques.
12. Knowledge of procedures for the installation, testing, and maintenance of fire protection systems.
13. Knowledge of principles of reading and interpreting engineering plans and specifications.
14. Ability to schedule and meet related obligations and timelines

15. Ability to communicate effectively with diverse groups, including individuals of varying ages and aptitudes.
16. Ability to comprehend and interpret information and technical material related to the position responsibilities, including but not limited to applicable fire codes and nationally recognized standards.
17. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

Preferred Qualifications:

- Bachelor's Degree in Fire Protection Engineering.
- Ability to read, write, speak, and understand the Spanish language.

Work Environment and Physical Requirements:

This position requires work in a variety of locations and conditions, including office areas, in and around a wide variety of automotive, mechanical, chemical and emergency scenes of every type.

1. A portion of this position will involve sedentary work in an office environment.
2. Must be able to lift, move and carry objects up to twenty-five (25) pounds frequently and over fifty (50) pounds occasionally.
3. This position requires standing, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, climbing, pinching, gripping, digging, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty (20) and in excess of one hundred (100) degrees Fahrenheit.
5. Work may be performed under dangerous, hazardous and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dusts, which will require the use of Personal Protection Equipment.
7. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
8. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
9. This position will involve occasional periods of high physical, mental and/or emotional stress.

10. This position may require at times to conduct inspections and plan reviews after normal business hours.
11. Work may result in exposure to individuals or blood communicable diseases.

I have read and understand the contents of this job description

Employee Name

Employee Signature

Date