



**EATON FIRE
PROTECTION
DISTRICT**

50 S. Maple Ave
Eaton, CO 80615
(970) 454-2115
EATONFIRE.ORG

Fire Inspector Position Announcement

The Eaton Fire Protection District (“District”) is excited to announce the position opening for Fire Inspector within the Fire Prevention Division. The Eaton Fire Protection District provides fire protection and emergency services to 64 square miles of Weld County including the Town of Eaton and neighboring communities; with a combination of agriculture and industrial areas.

Our district is made up of four divisions of full and part time staff; Administration, Fire Prevention, Training and Operations, all working together as a team to serve the District. This administrative position is responsible for the coordination of public education, risk reduction and inspection services.

The District offers a competitive benefits package for this position with opportunities for advancement as our community continues to grow. If you are interested in fostering small community relationships and being an active participant in the growth and sustainability of our District and our team please apply.

For more information see our website and the job description below or stop by and visit us. Please direct questions to the District’s Administrator Marcia Lutters; mlutters@eatonfire.org

Mission Statement

Our mission is guided by the values of our past: *Bravery, Honor, Compassion and Commitment*, which shape the vision of our future; **Prepared, Diligent, Effective and Resilient.**”

When we are called, we will be ready and efficient in providing the highest quality of service to all we serve; regardless of circumstances, with *compassion* and in the face of whatever odds.

Our *commitment* to our community is that our members will be **prepared** for the job, **diligent** in our work ethic, **effective** in our method, and **resilient** of mind.

We are stewards of our past, so that we may meet the present with *honor* and *bravery*, in order to create a future where we have made a difference.



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Position Title:	FIRE INSPECTOR
Division:	Fire Prevention
Schedule:	40 hours a week
Salary Range:	\$99,000-109,000
Employment Status:	FLSA Exempt
Reports to:	Fire Chief
Application Period:	August 14, 2023 – Until Position Filled

Position Description:

Responsible for the management and coordination of community risk reduction and life safety programs including public education and engagement; assist with the administration of policies pertaining to code inspection and enforcement; special permit issuance; plan review, inspection and records management as the Fire Code Official for new construction and existing businesses; assist in fire investigations and Engine Company referrals and inquiries in coordination with District, Town, County, and/or State offices relative to code enforcement activities within the Eaton Fire Protection District. The Fire Inspector reports directly to the Fire Chief. Position is “at-will” and not specified by contractual agreement, and will comply with all orders, guidelines, and policies as defined in the Employee Handbook of the Eaton Fire Protection District.

Essential Job Functions:

- Manages, plans and coordinates with the Fire Chief all fire prevention, education, plan review and inspection, investigation and community engagement activities; including supervising subordinate personnel assigned to program duties.
- Maintains a close working relationship with internal and external stakeholders.
- Coordinates inspections, re-inspections and follow-ups in commercial, educational, assembly, industrial and other assigned occupancies.
- Coordinates the District’s special permitting programs including Hazmat, Fireworks and the like.



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- Reviews and enforces the current adopted District fire code for all new construction plan reviews requested within the District boundaries and others as assigned. Attends development review, planning and land use meetings as needed.
- Coordinates fire code adoption with the Town of Eaton and Weld County.
- Plans, develops and implements public education and community risk reduction programs.
- Develops and maintains SOPs/SOGs as needed, pertaining to the Fire Prevention Division.
- Participates in the EFPD Command Team monthly meetings and activities.
- Manages required continuing education to satisfy the renewal of all certifications possessed.
- Assists with fire investigations.
- Gains and maintains a solid knowledge of target hazards within the District to help with the creation and management of pre-plans.
- Participates, when available, in on-duty training and safety programs as conducted or provided by the District as a member of the command staff.
- Must promote, support, and enforce all policies, guidelines, and directives of the Eaton Fire Protection District, the Town of Eaton, Weld County, State of Colorado and Federal laws.
- Must maintain a valid Colorado driver's license and an acceptable MVR and be approved to operate department vehicles by the departments Insurance carrier.
- Must exhibit a professional demeanor to the public and within the department at all times

Supervisory Duties:

- Position functions may require the indirect supervision of other members.

Possess and Maintain - Preferred Qualifications, Certifications, Education and Licenses:

- State of Colorado Driver's License
- NFPA 1035 - Fire and Life Safety Educator I
- Colorado Fire Inspector II
- Colorado Fire Suppression System Inspector
- NAFI or IAAI Fire Investigator



- AHA CPR
- Any combination of education, experience, certifications and training that demonstrates the ability to perform the essential job functions.

Working Environment:

- This position requires performing job functions and training in a variety of locations to include but not limited to, office, construction sites, industrial facilities and other public places. Conditions include work inside and out of doors in all weather conditions including extreme temperatures, and sometimes on emergency scenes.
- Emergency scenes, working environments and training scenarios may include but are not limited to operating from height, on roadways, on uneven and slick surfaces, and environments of limited mobility or confined spaces and unstable or structures.
- Work may result in the exposure to hazardous environments and contaminated areas which may result in potential harm or injury including exposure to electrical currents, high noise levels, mechanical equipment, hazardous materials, toxic substances, carcinogens, radiation and other environments immediately dangerous to life and health. Work may also result in the exposure to infectious diseases or illnesses and blood borne pathogens.
- Occasionally required to travel and represent the Eaton Fire Protection District at meetings, seminars, trainings, and public gatherings.

Physical Requirements:

- Must be able to wear required personal protective equipment and self-contained breathing apparatus, independent of other members, without exhibiting claustrophobic tendencies.
- Work includes emergency and non-emergency situations that may be intermittently physically and emotionally stressful. Frequently work includes a combination of sedentary and highly physical demanding periods. Moderate lifting and carrying; constantly items up to 10lbs, frequent 10-25lbs and occasional heavy lifting of items greater than 50lbs is required. Work includes aerobic capacity, flexibility, equilibrium and anaerobic power to lift and carry, sit, stand, walk, pull, push, crawl, bend, kneel and climb for long periods of time and in a variety of working environments.
- Must have good vision, hearing and the ability to smell and identifying items by touch and communicate sensory activities through speech.



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ACKNOWLEDGEMENT OF JOB DESCRIPTION

I, the undersigned, hereby acknowledge and state that I have been provided with a copy of, and have read and understand, the job description for the **Fire Inspector** of the Eaton Fire Protection District (EFPD), and that the job description and any subsequent amendments supersede all prior descriptions and current policies and procedures are applicable for dealing with similar subject matters.

I understand that the Board of Directors and/or the Fire Chief of EFPD has the right to change the job description; as well as, rules, policies, procedures and benefits of EFPD at any time without notice, subject only to the requirements of Federal, State or local law.

I further understand that job descriptions are amended from time to time. I understand that the job description does not constitute a contract of employment or a part thereof, either expressed or implied. Notwithstanding any statement to the contrary in the job description, any representations contained in any employment application, EFPD forms, or other EFPD documents, or any policies or statements made by any agent of EFPD, I understand that paid employees of EFPD are employed on an "at will basis". As a result, I understand that paid employees may terminate their employment with EFPD without notice at any time. Similarly, EFPD may terminate a paid employee's employment at any time with or without cause, subject only to any applicable requirements of State or Federal law.

Printed Name

Signature

Date