



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

FIRE SAFETY ASSISTANT I (1 OF 3)

ESTES VALLEY FIRE PROTECTION DISTRICT STRATEGIC OBJECTIVE:

- Make the Estes Valley a Safer Place

PREVENTION DIVISION STRATEGIC OBJECTIVE:

- Proactively increase safety through reduction or elimination of risks

CODE APPLICATION PROGRAM STRATEGIC OBJECTIVES:

- Reduce potential conditions hazardous to life and property
- Maintain and apply a Community Risk Reduction Plan based on the pertinent threats
- Provide quality customer service based on good communication

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Division Chief of Support Services, this position confirms compliance with fire code requirements. The Fire Safety Assistant conducts inspections of existing commercial occupancies, short term vacation rentals, building modifications and remodels, tenant finishes, as well as operational permit inspections, such as food trucks, tents, etc. Coordinate and implement educational programs including Fire code updates, best fire and life safety practices for businesses, and other topics as identified by the Division Chief of Support Services.

SUPERVISION RECEIVED:

- This position works under the general guidance and direction of the Division Chief of Support Services

SUPERVISION EXERCISED:

- None

FLSA:

- This is a non-exempt employee position

WORK SCHEDULE:

- Regular workweek is Monday through Friday, 08:00 – 17:00 with one-hour break for lunch.
- Weekend work may occasionally be required for special events or project work

RESIDENCY:

- Not Required

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

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FIRE SAFETY ASSISTANT I (2 OF 3)

EDUCATION:

- Preferred Associates of Applied Science degree in Fire Science or related field from an accredited two-year college
- At the Fire Districts discretion, any equivalent combination of education and experience

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

- At least 18 years of age
- Possess and maintain a valid Colorado driver's license and acceptable driving record
- One (1) year of public education experience, preferably to public fire and life safety education
- AHA CPR/AED certification within three months of employment
- Development and production of educational materials

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- One (1) years of fire service experience, ideally conducting fire inspection and code compliance
- Current ICC Fire Inspector I certification or obtain within one year of employment
- Associate degree in fire science. Other fields of study may be considered

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Under supervision of the Division Chief of Support Services, conduct professional and technical-level fire inspections of commercial and public buildings and provide effective, professional, and tactful communication with co-workers, development and construction professionals, and the general public to ensure compliance with minimum requirements of adopted codes and standards
- Knowledge of the principles of fire prevention, hazardous materials storage and handling systems, fire suppression and detection technology, and comprehensive fire protection engineering principles. Ability to utilize the International Fire and Building Codes and NFPA Standards when performing job functions
- Respond to and address community and organizational inquiries and complaints related to adopted codes and standards
- Input, update, and verify the accuracy of Fire District's record management system
- May be required to work a flexible schedule when requested or when delivery of programs requires evenings, weekends, and workdays which may exceed normal workday schedule
- Prepare and disseminate fire prevention information to citizens, staff, and volunteer firefighters
- Coordinate and implement educational programs including fire codes and other topics as identified by the Division Chief of Support Services
- Work closely with District volunteers in the coordination and delivery of public education programs
- Perform other duties as assigned
- Responds to emergency incidents as requested by the Battalion Chief on duty

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FIRE SAFETY ASSISTANT I (3 OF 3)

COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Oral and Written Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity, Equity, and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, this employee regularly works within an office and field environment. This position frequently operates a computer, reads, writes, and interacts with others in person, over the phone, and via other devices. They also travel within the facility in which their office is located and to locations outside of the facility to perform inspections, to attend meetings, trainings, events, and other business activities. The field work environment may become loud and outside adverse weather conditions may be wet, cold, or hot. Work may be performed in high, precarious places, or near energized electrical components, fumes, airborne particles, and/or toxic or caustic chemicals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, smell, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to feel, handle, or operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

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