



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

FIRE CODE SAFETY ASSISTANT
JOB ANNOUNCEMENT

The Estes Valley Fire Protection District – located adjacent to Rocky Mountain National Park, CO is seeking a candidate with exceptional interpersonal and instructional skills to join our growing department. The Estes Valley has been protected since 1907 by a dedicated group of volunteers, supported by career staff since 2010.

The Estes Valley Fire Protection District provides an all-hazards response for fire suppression, rescue, EMS, prevention, and public safety education. The District is a combination department comprised of eight (8) full time (two suppression, three prevention, three administrative) and approximately 45 volunteer firefighters. The district serves approximately 12,000 residents in the winter and upwards of 50,000 in the summer in an area that encompass' over 66 square miles. The District has two stations and an annual budget of \$2.4 million.

The successful candidate will, under the supervision of the Division Chief of Support Services, support the Fire Code Application Program. The position will be responsible for a variety of administrative and technical work related to: resident education, business education, short-term rentals, and visitor education.

The successful candidate must be committed to supporting the District, Division, and Program mission and strategic goals of “proactively increasing safety through reduction or elimination of risks”. Candidates with strong communication and relationship building skills, and those with a track record of project management preferred.

Most requirements for Assistant I can be obtained once employed, while Assistant II candidates must already have an active ICC Inspector I certification plus experience. Estes Valley Fire is committed to support and education for all employees to further their qualifications after hire. See the job descriptions for complete requirements.

Depending on the candidate’s qualifications, they may start at the Assistant I (Step 1: \$48,000) or Assistant II (Step I: \$58,399) level. Benefits include pension, paid employee and dependent insurance premiums, paid leave, and other incentives.

Apply with application, cover letter, and resume, by 08:00 AM MST on Nov. 28th, 2022, to:

Erika Goetz, Chief of Staff
Estes Valley Fire Protection District
info@estesvalleyfire.org (paper copies not accepted)

The anticipated process schedule is:

- Interviews the week of December 12th
- Offer by Monday December 19th
- Anticipated start date after mid-January

The Estes Valley Fire Protection District is an equal opportunity Employer.

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