



B.S.T. & G. Fire District

350 West Cherry St
Sunbury, Ohio 43074
740-965-3841 office

Christopher Kovach, Fire Chief
ckovach@bstgfire.org

Rob Stambaugh, Assistant Chief
rstambaugh@bstgfire.org

OFFICIAL NOTICE OF EMPLOYMENT OPPORTUNITY

FULL-TIME FIRE PREVENTION INSPECTOR

BST&G Fire District is expanding our Office of Community Risk Reduction and has an opening for a Full-Time Fire Inspector, starting Monday, January 2, 2023.

The list of qualifications and essential functions are listed below, with the full position description available at www.bstgfire.org. Interested and qualified applicants should submit an employment application (available on our website), copies of all cards and certification, and a resume to Chief Christopher Kovach. Completed application packets shall be submitted no later than *1500 hours on Friday, November 4, 2022*.

After an internal review process, selected candidates will participate in an interview scheduled to be conducted November 8 and 9, with time slots to be determined. A recommendation to the BST&G Fire District Board will be given on Thursday, November 10, 2022.

POSITION DESCRIPTION

Title: Fire Prevention Inspector

Employment Status: Full-Time, 40 hours/ week, Non-operational/ non-suppression

Shift Assignment: Days. Potential to be called in after hours and on weekends.

Reports To: Chief Christopher Kovach, Assistant Chief Rob Stambaugh, and Inspector Rocki Huddleston

FLSA Status: Non-Exempt

Bargaining Unit Status: Included in I.A.F.F. Local 5123

Salary: \$60,112.03 (2023 Collective Bargaining Agreement)

QUALIFICATIONS

- Completion of secondary education (high school or GED)
- Must be certified by the State of Ohio as a firefighter (two hundred forty [240] hours or greater)
- Emergency Medical Technician-Basic or higher (EMT-B)
- State of Ohio Fire Safety Inspector
- Must remain insurable under the Districts vehicle insurance policy.

Desirable qualifications:

- Arson/ Fire Investigator
- Plan review class/ certification
- Fire and Life Safety Educator
- Youth Firesetter Intervention Certification

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ESSENTIAL FUNCTIONS (MAY NOT INCLUDE ALL DUTIES PERFORMED)

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Able to demonstrate a knowledge concerning building and fire prevention codes and regulations, uses, handling hazards, and definitions of flammable and combustible liquids, storage tanks, solids, and gases, explosives, and fireworks, and knowledge of sources of detailed and technical information concerning the same, shall be able to demonstrate a basic knowledge of corrosives, reactive materials, toxic materials, radioactive substances, oxidizing materials, plastics, fibers, combustible metals, and dusts;
- Able to demonstrate the ability to interact with the public, under conditions of code enforcement, fire investigation, or fire prevention education duties, with tact, discretion, and without loss of authority;
- Shall have a basic knowledge of portable fire extinguishers, fixed fire extinguishing systems, sprinkler systems, stand pipe and hose systems. Also, knowledge of heat, smoke, flame detection systems and fire alarm systems and devices;
- Able to demonstrate a basic knowledge of the fire hazards, fire safety safeguards, codes and technical information about heating and cooking equipment;
- Have a basic knowledge of electrical principles, hazards, codes, uses, equipment. Also, information relating to electricity, electrical systems, appliances, equipment, and sources of information relating to electricity;
- Has a basic knowledge of the fire prevention code requirements, regulation, basic operational features, and fire hazards presented by various occupancies and particularly public assembly, residential, business, and mercantile, office, storage, industrial, manufacturing and utility occupancies. This includes means of egress, interior finish, building construction, test methods of materials, chimneys, flues, fire doors, windows, vents, roof covering, storage rooms, special construction features and building construction classifications. Have a basic knowledge concerning building equipment, heating, ventilation and air conditioning equipment from a fire safety standpoint. A basic knowledge of other jurisdictional authorities may have requirements, or conduct inspections, involving life safety or fire protection. Have knowledge about decorations, decorative materials and furnishing in various occupancies;
- Able to demonstrate a basic knowledge of report preparation, filing, statistical systems, and able to review and process plans and specifications;
- Has a basic knowledge of the techniques of fire cause determination, for investigation and arson investigation;
- Capable of properly conducting public education programs concerning fire related subjects as directed by superiors;
- Capable of checking blueprints of new construction for compliance with fire and building safety codes;

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- Able to demonstrate a knowledge of requirements relative to fire drills in occupancies in the district. Have a working knowledge of general fire safety code requirements and regulations including but not limited to trash, debris, smoking, open burning, maintain fire department access, housekeeping procedures, reporting of fire incidents, and limiting combustible decorations and furnishings. Have a basic knowledge of emergency evacuation plans. Able to demonstrate a knowledge of acceptable code enforcement procedures, legal procedures, license and permit procedures;
- Prepares and maintains records, reports, and other types of operational documentation (e.g., work reports, fire reports, inspection reports, payroll reports, pre plans, etc.);
- Acquires and retains a thorough knowledge of the Fire District, including streets, buildings, water supply, unusual hazards and related items;
- Performs various public information or education tasks;
- Enters fire inspection and occupancy information into the records management systems;
- Performs all work duties and activities in accordance with Fire District policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows Fire District-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Fire District's Handbook;
- Attends, practices, and receives training/ continuing education for maintaining firefighting, EMT, and Fire Inspector certifications.

EQUIPMENT OPERATED (*The Following Are Examples Only and Are Not Intended to Be All-Inclusive*)

- Department vehicles
- Firefighting tools and equipment (if assigned)
- Emergency medical services instruments and equipment (if assigned)
- Rescue tools and equipment (if assigned)
- HAZMAT equipment. (if assigned)

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

- The employee works with and around vehicles and equipment
- Is exposed to noise, fire, heat, and smoke (if assigned)
- Is exposed to blood and other bodily fluids (if assigned)
- Is exposed to hazardous materials (if assigned)
- Is exposed to technical rescue situations (if assigned)
- Other emergency situations as needed (if assigned)

This position description and essential functions in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent; other duties as required.

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