

Drexel Heights Fire District

Position Announcement



The Drexel Heights Fire District is currently accepting applications for the position of:

Fire Prevention Specialist (Position Code 162)
(\$25.62 per hour – Estimated annual salary is \$51,280.04)

This is a full-time civilian position within the Division of Fire Prevention & Investigation. Attached to this announcement is a copy of the job assignment description for the position, which includes the position requirements and qualifications.

The successful candidate will work under the supervision of the Fire Marshal. This position will perform multiple fire prevention roles, which are intended to reduce the number and severity of fires to protect the public and fire suppression forces in the event of fires or explosions. The assigned roles include conducting fire prevention inspections of structures and fire protection systems, and perform and/or coordinate or assist with Public Education programs. This person may also coordinate various volunteer groups and manage related grants.

Interested individuals who meet the minimum requirements for this position are encouraged to complete and submit a District employment application form along with a résumé. This position is open until filled. The first review of completed applications with résumé returned to District Administrative Offices is scheduled for **July 31, 2019**.

Qualifications:

1. Minimum of one (1) year experience in fire service, code enforcement or related area.
2. Certification as a Fire Inspector I in the State of Arizona.
3. Must possess or be able to possess a valid Arizona Driver's License.
4. No felony convictions or disqualifying criminal histories within the past ten (10) years.
5. Ability to write legibly, ability to speak distinctly and good hearing.
6. Requires confidentiality and ability to remain calm under stress.
7. Certification as Firefighter II in the State of Arizona preferred.
8. Certification and experience as a Fire Investigator in the State of Arizona is preferred.
9. Ability to communicate in both English and Spanish is preferred.

Selection Process:

1. Review of applications received.
2. Testing and evaluation tools as needed.
3. Oral interview
4. Appointment by District Administrator / Fire Chief

The Fire District anticipates that the individual will work a 40-hour work week, but that work week may not be a traditional workweek. It is expected that an individual's schedule will be based on the fire prevention program(s) that the individual is assigned to work within.

This notice is published by authority of the Fire Chief. The position will be vacant effective July, 2019 and should be filled as soon as possible.