



**SEDONA
FIRE
DISTRICT**

**Is Seeking an Accomplished
Professional to Serve as**

Fire Inspector

**Position open until filled;
first applicant screening on
August 17, 2023**



HIRING ANNOUNCEMENT FIRE INSPECTOR

THE DISTRICT

The Sedona Fire District is headquartered in one of the most scenic areas of the country. The "Red Rocks" attract tourists from all over the world and has been referred to as "The Most Beautiful Place on Earth." Sedona was also voted a must-visit Arizona attraction in USA Today's "10 Best Readers' Choice 2017."

In existence since 1950, the Sedona Fire District has undergone significant growth and change covering 168 square miles for fire protection and 274 square miles for emergency medical services.

Sedona Fire District can best be described as diversified in terms of terrain and landscape. Sedona is surrounded by 1.8 million acres of national forest land offering varied recreational activities such as bird watching, hiking, biking, rock climbing and off road vehicle riding. Other attractions include Oak Creek Canyon, Slide Rock and Red Rock State Parks.

FIRE INSPECTOR

Sedona Fire District is pleased to announce the search for a Fire Inspector. The Fire Inspector is responsible for inspecting public, commercial, and residential structures for compliance with applicable fire codes, fire investigations and public education duties. Duties also involve preparation of correspondence and inspection reports, handling of complaints, maintenance of records, as well as participation in legal proceedings.



Minimum Qualifications

- Four years' experience in the position of Fire Inspector; **OR**
- Two years' experience in the position of Fire Inspector and hold current ICC Fire Inspector I and II certification or equivalent; **OR**
- Two years' experience in the position of Fire Inspector and hold current ICC Fire Inspector I and ICC Fire Plans Examiner certification or equivalent; **OR**
- One year experience in the position of Fire Inspector and hold current ICC Fire Inspector I, ICC Fire Inspector II, and ICC Fire Plans Examiner or equivalent.

Preferred Qualifications

- Introduction to Wildland Fire Behavior (S-130 & S-190)
- Associate's degree in Fire Science, Fire Prevention or related field
- NIMS Basic ICS I-200, ICS I-300, and Advanced ICS-400
- Completion of Arizona Chapter IAAI Arson I, II, III, & IV

NOTE: Newly hired Fire Inspectors are required to complete Fire Inspector I, II and ICC Fire Plans Examiner certifications within 18 months of hire.

Fire Inspector Competencies

The Ideal Candidate will align with the district's core competencies of:

*Integrity & Trust Ethics & Values Approachability
Interpersonal Savvy Self-Knowledge*

The Successful Candidate will be skilled in demonstrating:

*Customer Focus Decision Quality Functional/Technical Skills
Composure Dealing with Paradox*

Fire Inspector Base Pay 2023

Starting pay \$59,000 - \$80,000 annually w/ top pay of \$94,000.

Compensation is commensurate with experience

Starting benefit package includes

- Paid time off: 144 hours of vacation leave, 120 hours of sick leave, 11 paid holidays.
- Employer paid medical, dental and life insurance plus HSA funding.
- AZ State Retirement with a lifetime guaranteed monthly pension upon retirement and other deferred compensation options (457, 457 Roth, retirement health savings)
- Mobile phone allowance, Uniform allowance, EAP, tuition reimbursement and more!
- Up to \$40,000 down-payment loans up for home purchase in the Verde Valley (see qualifications below)

Application and Hiring Process

1. Go to <http://www.sedonafire.org>, click *About Us*, then *Careers at SFD*. Download the job description and announcement.
2. Submit your resume to Sedona Fire District Human Resources at humanresources@sedonafire.org.
3. Human Resources will contact qualified candidates and request an application packet submission.
4. Top candidates will move forward to the candidate selection and hiring process.

Selection Guidelines

Sedona Fire District candidate selection will include: Formal application; rating of education and experience; written and/or practical testing; oral board(s); background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen.

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2860 Southwest Drive, Sedona, AZ 86336

928-282-6800

www.sedonafire.org

Sedona Fire District is an equal opportunity employer.



Our Mission

We help people through Safe, Friendly, and Dedicated Service.

The Sedona Fire District is a community leader in emergency services making our District one of the safest places in the world to live, work and explore.

Sedona Workforce Homeownership Assistance Program

Up to **\$40,000** in assistance available per household



Purpose of SWHAP

The intent of SWHAP is to provide down payment/closing cost assistance to moderate-income households that are employed within the City of Sedona and who are working towards the purchase of a home within the Verde Valley area, as defined by approved zip code. SWHAP aims to increase the homeownership rate among workforce households, and to revitalize and stabilize communities. SWHAP serves households that do not have sufficient cash to purchase a home but are otherwise mortgage eligible based on credit & income.

Program Overview

- SWHAP is for employees who are employed within the geographic limits of the City of Sedona.
- Homebuyers utilizing SWHAP must not have owned a home in Yavapai or Coconino County in the most recent three years prior to purchase.
- Funds are allocated on a first-come, first-serve basis, based on readiness to purchase & client need.
- SWHAP program goal is to increase workforce stability within Sedona through increased affordable homeownership opportunities.
- Home must be purchased in approved geographic area, based on zip code. Purchase in the following zip codes is allowed: 86322, 86324, 86325, 86326, 86331, 86335, 86336, 86351.

Eligibility

- To qualify, total household income must not exceed 150% of the area median income (AMI) for Coconino County, adjusted for family size (Income Limit Chart below).
- Completion of one-on-one Homebuyer Counseling through Housing Solutions of Northern Arizona and online Homebuyer Education.
- Buyer must be employed by an eligible employer within the City of Sedona & meet employment eligibility requirements. Buyer must work at least 30 hours a week. Employer must verify that the employee’s job duties cannot be completed remotely and that they are required to be present at the Sedona job site at least 30 hours per week.
- Home must be located within eligible Verde Valley limits as defined by pre-approved zip codes.
- Borrower funds must be sourced and documented. Borrower contribution may be a documented gift, as allowed by the first mortgage lender.
- Close of escrow must be scheduled to allow sufficient time for Housing Solutions to verify eligibility, review first mortgage for affordability and request funds (typically 30-45 days).
- Home purchased must be the buyer’s principal place of residence.

2023 Area Median Income Limits

Family Size	1	2	3	4	5
150% AMI	\$95,550	\$109,200	\$122,850	\$136,350	\$147,300

✓ Eligibility Cont.

- Home must be livable, passing lender guidelines for occupancy. A separate home inspection is not required but is highly recommended. Buyers will sign a Hold Harmless Agreement as part of their loan documents, holding HSNA and the City of Sedona harmless for the condition of the home.
- Mortgage must be a 30-year fixed rate loan with a competitive interest rate. Closing costs must be reasonable and consistent with industry norms.

📄 Assistance Details

Amount of Assistance

- SWHAP funds are provided as matching funds based on client contribution.
- Home price may not exceed 1.3 times the median home price for the area.
- SWHAP assistance amount is determined by borrower's contribution. The program provides a 4 to 1 match in down payment/closing cost assistance. Up to \$10,000 in borrower funds can be matched with up to \$40,000 per household is available.
- Housing ratio for homebuyers must be between 25-35% of gross monthly income unless lender or other program requirements have lower housing ratio guidelines. Debt-to-Income ratio cannot exceed 45% of gross monthly income.
- Buyers must demonstrate "need for assistance" – liquid assets of buyer cannot exceed 6 months of PITI payments (does not include retirement assets).

Repayment of Assistance

- SWHAP assistance is a loan that is secured against the property in second position behind first mortgage (may subordinate behind another approved assistance program).
- SWHAP assistance is NEVER forgiven and is repaid when: (1) employment within City of Sedona is separated within five (5) year retention period, (2) home is sold, (3) home is refinanced for cash-out, or (4) home is not owner-occupied, (5) change in title.
- SWHAP is repaid based on an equity-share model. The borrower will pay back the greater of (1) the amount borrowed, or (2) a percentage of the sales price that is determined based on the amount of original assistance provided divided by the original purchase price of the home.

Contact Us

If you have questions, please give us a call or email Angela Koder, Housing Program Manager.

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711 (Relay service for hearing impaired)

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Housing Solutions does not discriminate on the basis of race, color, religion, sex, national origin, handicap or familial status in employment or program services. Special accommodations will be made for the physically challenged, upon notification.

