

Aspen Fire Protection District

420 E Hopkins Ave. Aspen, Colorado 81611
(970) 925-5532



***** POSITION POSTING*****

Date:	September 25, 2019
Position Title:	Fire Prevention Specialist
Employment Status:	At-Will
FLSA Status:	Non-Exempt
Work Hours:	40 Hours per week, Monday-Friday Business Hours, Special Event hours will be required.
Salary:	\$24.00 – 29.00 Hourly, DOQ Complete benefits package

Job Summary:

Under the direction of the Deputy Fire Marshal, the Fire Prevention Specialist is responsible for the protection and preservation of life and property for a safe community by the performing fire prevention inspection work; conducting standard or specialized inspections of commercial, institutional, industrial properties, and residential dwellings (when requested by homeowners); delivering safety programs on topics such as fire safety, housekeeping, fire sprinkler systems, fire extinguisher training, fire alarm systems, carbon monoxide and smoke detectors and enforcing all applicable local, state and federal safety code regulations and standards.

About the District:

The Aspen Fire Protection District serves 87 square miles in Pitkin County. It encompasses the Town of Aspen, and several unincorporated areas such as Woody Creek, Aspen Village, Brush Creek and Starwood.

The Aspen Fire District is staffed by a combination of career and volunteer members who are state certified to handle diverse emergency calls, fire and life safety services and public education. The district is comprised of geographically different areas ranging from downtown Aspen to sparse residential and mountainous terrain with significant wildland-urban interface, each having different suppression and rescue requirements. Those requirements are met with a multi-faceted line of apparatus, equipment, and training.

The Aspen Fire Protection District provides emergency and non-emergency services throughout Aspen, Colorado and the surrounding areas. This includes 24-hour emergency response to a wide variety of critical situations, including structural, wildland, and urban interface fires, explosions, hazardous materials incidents, medical emergencies, accidents, auto extrication, swiftwater rescue, ice, low-angle rope, trench, confined space rescue, and miscellaneous public assistance requests. In addition, the fire department has the capability to respond to emergency medical needs, including basic life support.

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The department also operates active fire prevention and emergency preparedness programs which provides for fire inspections, hazardous process permitting, burn permits, fire code enforcement, community education, and business emergency planning in accordance with Colorado laws.

Employee Benefits – What we offer:

Health Insurance

District provided health, vision and dental insurance for the employee and partially compensated insurance for significant other and/or dependent(s). District contribution toward a Health Savings Account.

Retirement Benefits

401 (a) Retirement Plan

This is an employer-sponsored defined contribution plan. The District is exempt from Social Security taxes; in lieu the District will contribute to this retirement plan for all Full-Time staff members. This benefit will start six (6) months from date of hire. Full-Time staff members will be 100% vested after 5

457 (b) Retirement Plan

The District offers this tax-exempt government deferred compensation plan to Full-Time staff members. The District will match 2% of gross compensation if staff member invests a minimum of 2%. Contributions will be made through payroll deduction. Each participant's account will be immediately 100% vested.

Fitness Wellness Benefit

Paid Time Off

5 hours per pay period for the first year, up to 10 hours per pay period based on years of service with Aspen Fire.

Paid Holidays

11 per calendar year.

JOB REQUIREMENTS:

- *Must have a High School Diploma or equivalent GED certification with three (3) years fire service experience (preferred).*
- *Must be at least twenty-one (21) years of age upon hire*
- *Must have excellent organizational and multi-tasking skills*
- *Must have excellent verbal and written skills*
- *Must be able to use basic office machines as required*

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- *Must be able to pass a criminal background check*

SPECIAL REQUIREMENTS:

- The Fire Prevention Specialist shall possess and maintain the following certifications:
 - *International Code Council (ICC) Fire Inspector I, or be able to attain within one year of employment.*
 - *State of Colorado Hazardous Materials Awareness, or be able to attain within one year*
 - Valid Colorado Driver's License with satisfactory driving record
 - Current CPR card
- Must be able to drive and operate district vehicles and apparatus as may be required.
- Must have the ability and interpersonal skills necessary to build and maintain positive working relationships with other employees, supervisors, volunteers, the Board and the public.

ESSENTIAL MEDICAL STATUS & PHYSICAL SKILLS:

- Must be in excellent physical condition and be able to pass appropriate medical and physical examinations.
- Must be able to supervise or perform related emergency scene support duties safely and effectively while wearing all required personal protective gear.
- Must be able to perform prolonged, possibly strenuous work, under adverse emergency conditions involving physical and mental stress in a support function.
- Must be able to grasp, lift and carry heavy weights (45 pounds or more).
- Must be able to walk, run, crawl, stoop, push, jump, climb and manipulate large and small objects.
- Must possess good vision, good hearing and be able to distinguish odors.

Note: Reasonable accommodations and consideration may be made for an otherwise qualified individual with a disability.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The District reserves the right to modify or change the duties or essential functions of this job at any time.

- Perform fire and life safety inspections in all types of commercial and residential structures, and places of public assembly to assure compliance with Fire Code, ordinances and

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regulations as they pertain to the design, construction and installation of fire protection equipment and hazardous materials regulations.

- Document inspection findings and reviews; communicates orally and in writing findings with property owners and Fire Marshal
- Identify and reference the applicable code or standard for a given a fire protection, fire prevention or life safety issue
- Develop fire pre-plans for structures within the fire district
- Reviews construction drawings and specifications to correct fire and life safety problems
- Participates in specified training programs to maintain State and Local inspector certifications and to increase knowledge of modern fire prevention theories and techniques
- Plan, direct and participate in the District's fire prevention and public education activities.
- Coordinate and perform, with appropriate water jurisdictions, fire hydrant inspection and testing. Assist with inspection, testing, and maintenance of District-owned dry hydrants.
- Participate in the wildfire mitigation, assessment, and awareness program. Provide requested wildfire assessments and manage mitigation projects, often interacting with outside agencies and private contractors.
- Assist Fire Prevention Staff with a wide variety of research, records, planning and administrative activities.
- Perform any other tasks as assigned by the CEO/Fire Chief, Deputy Chief/Fire Marshal, and/or the Deputy Fire Marshal.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of principles, practices, and techniques of District operations as well as District policies and procedures
- Knowledge of record-keeping, reporting and basic accounting procedures and practices
- Knowledge of personnel principles and practices, including training of other staff members and volunteers
- Thorough knowledge of the types of commercial operations in the Aspen Fire Protection District and any related potential hazards
- Thorough knowledge of the International Building Code, NFPA Standards and City/County Ordinances relating to fire prevention and fire code enforcement
- Thorough knowledge of the occupational hazards and appropriate safety precautions involved in firefighting, rescue and emergency medical operations
- Considerable knowledge of fire prevention and safety educational programming, and skill in training and public presentations
- Ability to enforce codes and laws with firmness and fairness; visual acuity to conduct inspections
- Knowledge of current wildfire mitigation programs and how they should be applied to properties within the Aspen Fire Protection District

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- Ability to establish and maintain good working relationships with other staff members, Board members, business and civic leaders, and the general public
- Ability to effectively communicate verbally and in writing
- Knowledge of fire hazards, unsafe conditions and practices
- Knowledge of Hazardous materials
- Knowledge of the principles, practices, and procedures of fire protection
- Knowledge of District locations, equipment and supplies used on all district vehicles/apparatus
- Knowledge of inspection process, including testing of fire protection and detection systems
- Skilled in fire inspection, and public relations
- Ability to manage time and resources appropriately and meet deadlines
- Ability to make independent judgments which have critical impacts on the organization

Application Process:

Position is opened until October 4th, 2019. Recruitment may close at any time without notice, so interested applicants are encouraged to apply immediately.

Interested applicants must submit a completed application packet on the Aspen Fire District Website. Incomplete submissions, or those received after this date and time will be ineligible for further consideration.

The employment application and a complete job description can be obtained from the district's website: <http://www.aspenfire.com/employment-opportunities/>

The Fire District has the right not to hire any of the applicants for the position in its sole discretion.

Please include the following with a completed application:

- Cover Letter
- Resume

If you have any questions about the position or the application process please contact Human Resource Administrator, Nikki Lapin at nikki.lapin@aspenfire.com or (970) 925-5532