



Durango Fire Protection District

# Plan Reviewer / Fire Inspector

NOW HIRING

## JOB SUMMARY

This is a non-exempt hourly position assigned to the Fire Prevention Bureau. Responsibilities include the protection and preservation of life and property for a safe community through fire prevention work to include reviewing construction plans to ensure compliance with regulatory codes, ordinances, and laws; conducting standard and/or specialized inspections of commercial, institutional, industrial, and educational facilities; delivering safety programs; conducting fire investigations and enforcing all applicable local, state and federal safety code regulations and standards.

## ESSENTIAL FUNCTIONS

- Follows the Organization's Mission, Values, and Departmental Expectations
- Provides written and verbal guidance to developers, planners, architects, engineers, attorneys, business owners or managers, and others in a competent and professional manner
- Performs plan reviews for new development, tenant improvements, remodels and industrial processes (includes fire code plan review, suppression systems, fire alarms, etc.)
- Issues construction and operational permits
- Performs fire inspection and code compliance assignments per the adopted codes and applicable state and federal codes or regulations
- Performs fire investigations
- Coordinates and delivers public education and prevention programs
- Responsible for data management on all projects

Please review the full job description, available at  
<http://www.durangofire.org/divisions/human-resources.htm>

**Compensation:** The position is full-time, hourly, non-exempt with full benefits. Starting at \$60,400 – plus or minus depending on experience and what level of qualifications are met.



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## APPLYING

To be considered for this position the following is due:

**Monday, January 6<sup>th</sup>, 2020 @ 1000.**

- Completed Employment Application
  - Application available <http://www.durangofire.org/divisions/human-resources.htm>
- Resume
- Cover Letter, introducing and marketing yourself to this position
- Three professional references
- Copies of pertinent certifications

Completed packets should be returned to Human Resources Administrator, Megan Kunch; electronically at [megan.kunch@durangofire.org](mailto:megan.kunch@durangofire.org).

