

## **Fairmount Fire Protection District**

### **Fire and Life Safety Technician Selection Process**

January 16, 2020

#### **PURPOSE**

The purpose of this process is to fill a Fire and Life Safety Technician vacancy, this process is established by the Fairmount Fire Protection District ("District"). The attached job description is established by the District to outline the basic requirements, duties and general responsibilities of the Fire and Life Safety Technician position. This position is "at-will", which means the employee may terminate the employment at any time, without prior notice, for any or no reason. Similarly, the District may terminate the employee at any time for any or no reason, subject only to the requirements of Federal or State law. This is a non-exempt position under the FLSA.

#### **MINIMUM QUALIFICATIONS AND CERTIFICATION REQUIREMENTS**

- Minimum of at least three years documented experience performing fire inspection, fire investigation, plan review, and public fire education for a municipal county, state, federal, or special fire protection district agency
- Reside within 30-minute response time (under normal driving conditions) to District headquarters within six months of hire to the position.
- District approved Associates Degree or obtain a District approved Associates Degree within three years of hire.
- Certifications:
  - Firefighter I Certification or higher
  - Hazardous Materials Operations Certification or higher
  - Driver/Operator Certification or higher or obtain within one year of hire
  - Fire Instructor I Certification or higher or obtain within one year of hire
  - Fire and Life Safety Educator I or higher or obtain within one year of hire
  - DFPC Fire Inspector I or higher or obtain within six months of hire
  - International Code Council Fire Inspector I Certification or obtain within six months of hire
  - CSP Car Seat Inspection/Installation Technician Certification or obtain within one year of hire
  - OR a combination of education, experience, certifications, and training that clearly demonstrates the ability to perform the essential functions of the position
- Red Card Certification (NWCG Firefighter -II) or obtain within one year of hire
- Possess a State of Colorado Driver's License or obtain within 30 days of hire

- American Heart Association Basic Life Support (or District approved equivalent)
- Colorado Department of Public Health And Environment Emergency Medical Technician Certification or obtain within two years of hire
- National Incident Management System ICS 100, 200, 700, 800, or able to obtain within one year of hire
- National Incident Management System ICS 300 within two years of hire

Any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills will be considered.

## **LETTER OF INTENT, RESUME AND APPLICATION**

Personnel interested in participating in the Fire and Life Safety Technician Selection process shall submit the following to Human Resources, no later than 1600 hours on February 7, 2020:

- Letter of Intent
- Resume
- Application
- Supplemental essay question

The resume should be no more than two single-sided pages. A cover letter accompanying your resume should address the prerequisites as well as educational requirements listed. Proof of prerequisites, as well educational requirements, should be submitted with your resume.

Applicants may return the above documents electronically via the secure link provided at the end of this correspondence or by mail, directed to DeAnn Boyles, HR Manager. All application documents submit electronically shall be in Portable Document Format (PDF).

## **SUPPLEMENTAL ESSAY QUESTION**

Complete the supplemental essay questions. The essay may be a maximum of two pages, double-spaced; using times' new roman 12-point font and one-inch margins. There is no minimum word count or length requirement for essay question.

- 1) The mission of Fairmount Fire Protection District is to provide the highest level of professional services while preserving life, property and the environment by being proactive, progressive and responsive to our communities. How do you feel the position of Fire and Life Safety Technician helps to accomplish this mission?

## **PROCESS DATES**

- Deadline for application submission is 1600 on February 7, 2020
- Advancing candidates will to be invited to participate in an assessment center to be determined

- Fire Chief interview dates to be determined
- Background investigation dates to be determined
- Successfully pass a physical examination and drug screen after receiving a conditional offer of employment. Date to be determined.

*The District reserves the right to not accept any of the applicants at its sole discretion, or to terminate or change the dates of the application process at any time, in its sole discretion. The District also has the right to modify, reduce, or increase the application/examination requirements at any time in its sole discretion.*

## **STARTING SALARY**

\$54,660.06 – \$69,778 depending on qualifications plus an excellent benefit package that includes health, dental, vision, and FPPA Retirement Plan.

## **CONTACT INFORMATION FOR QUESTIONS**

Interested applicants may contact the following individuals for questions regarding the Fire and Life Safety Technician process or operational questions regarding the District.

- For human resource concerns or questions related to the application process please contact the following:

HR Manager DeAnn Boyles

303-279-2928

[DBoyles@fairmountfire.org](mailto:DBoyles@fairmountfire.org)

Fire Marshal Robert Ipatenco

303-279-2928

[ripatenco@fairmountfire.org](mailto:ripatenco@fairmountfire.org)

For more information, visit our website at <http://www.fairmountfire.org/get-involved/>

Submit all documents electronically to : <https://www.encyro.com/ffpd>

**INCLUDE FILLABLE APPLICATION**