



Fire Inspector (Part Time)

The Jeffersontown Fire Protection District (JFPD) is now accepting applications for a part time Fire Inspector. Applicants may pick up an application at 10530 Watterson Trail, Jeffersontown Kentucky, 40299. Applications may be picked up between the hours of 9am and 4pm Monday through Friday.

Applicants must submit a cover letter of interest, resume and completed application to the administrative office no later than 4pm February 22th, 2019.

Minimum Qualifications

- Able to plan, organize and work with limited supervision and maintain confidentiality when handling information or material that requires such
- Able to read and understand technical information furnished by NFPA, all building, fire and life safety codes, as well as federal, state and local ordinances applicable to fire prevention, life safety and building inspection
- Skills intact and diplomacy when consulting with police officers, investigators, engineers and the public, as well as department personnel
- Skills in written and oral communications to prepare investigative reports, inspection reports and related records and also in the presentation of safety and educational classes.
- Knowledgeable of federal and state laws and local ordinances pertaining to fire and life safety, building construction and inspection, etc.

Duties and Responsibilities

- Performs fire and life safety inspections, public education programs, record keeping and other duties as assigned by the Fire Marshal
- Maintains accurate records of all inspections and inspection-related activities
- Attends and participates in training, conferences, workshops and other training opportunities to maintain a working knowledge of building, fire and life safety codes, federal and state laws and local ordinances regarding building, fire and life safety codes

- Able to read and interpret technical materials to understand and explain fire and life safety code violations to all concerned parties

- Assists the Fire Marshal in other responsibilities assigned to the Fire Prevention Bureau, including:
 - Inspection programs
 - Public fire education
 - Plan review program
 - Community "Right to Know"

- Performs other duties and special projects assigned by the Fire Marshal

Selection Process

Qualified applicants submitting a complete packet will be notified of the date, time and location for the interview process.

- Completed cover letter, resume and application
- Review of submitted material
- Oral interview

The position will be approximately 24 hours a week with flexible scheduling Monday through Friday. Night and weekends are a possibility depending on needs of the department. The applicant will not work over 100 hours per month.

The Jeffersontown Fire District is an equal opportunity employer and strives to provide a desirable wage with a flexible work schedule with no other benefits offered or implied. The district will provide uniforms and a uniform allowance as set forth in policy.