



The Wentzville Fire Protection District is now accepting applications and resumes for a Fire Inspector position to begin January, 2025. Interested parties must submit application, resume, and supporting documents to Wentzville Fire Protection District Administration via email to lpotts@wentzvillefire.org by 4:00 pm on December 2, 2024. All applicants will receive a confirmation of receipt email. Application, Job Description, and additional documents are available at <https://www.wentzvillefire.org/career-center>. Starting pay and benefits to be commensurate to qualifications.



Fire Inspector

Job title	<i>FIRE Inspector</i>
Reports to	<i>Fire Marshal</i>

Job purpose

Responsible for the enforcement of codes and ordinances of the Fire District, building plan review, and Public Fire Education.

Duties and responsibilities

- Fire Inspector shall be responsible for the enforcement of codes and ordinances and regulations of the Fire District.
- Fire Inspector shall make such inspections as may be necessary to ascertain compliance by all persons, corporations or organizations within the Fire District.
- Fire Prevention Division shall, when requested by the Incident Commander, make an inspection of the scene of a fire which may occur within the Fire District to determine whether there is any evidence or indication of any violation of law, ordinances or regulations in connection with such fire; and if any is found, shall report the same to the Fire Chief for further instruction in the matter.
- Fire Prevention Division shall attend meetings as requested and report on activities of the Fire Prevention Bureau and any problems in relation to fire prevention and fire investigation.
- Fire Prevention Division shall be responsible for plan review of any construction within the Fire District to ascertain that buildings are to be erected in accordance with Fire District adopted codes and ordinances.
- Fire Prevention Division shall, upon reviewing and approving building plans, keep record of all permits issued and fees collected.
- Fire Prevention Division shall cause the inspection of all public commercial buildings and occupancies to ascertain compliance to all appropriate building, fire prevention and life safety codes.
- Fire Prevention Division is under the direct control of and responsible to the Fire Chief or his designee.
- Fire Inspector shall serve as representative of the Fire Prevention office in meetings with other governmental units, civic organizations and general public.
- Fire Inspector shall make public speaking engagements as required of his/her position or requested by the Fire Chief.
- Fire Inspector shall plan, organize, and conduct all public fire prevention education and promotional events, as requested by Fire Chief.
- Fire Prevention Division shall prepare pre-plans of buildings in the Fire District that provide conditions that would be hazardous to the general public and firefighters in time of emergency.
- Fire Prevention Division shall be responsible for developing a list of target hazards within the Wentzville Fire Protection District.
- Fire Prevention Division will respond to alarms as needed and if requested, while on or off duty, per guidelines as specified by the Fire Chief.
- Fire Prevention Division shall not interfere in matters or an operation for which another chief officer is responsible except with the latter's consent. Conflict of authority should be strictly avoided.

- Fire Prevention Division shall also perform other duties as may be assigned to him/her, from time to time, by the Fire Chief.

Qualifications

Prior to a fire code enforcement officer being appointed to Fire Inspector-Fire Prevention Division, the following guidelines should be completed:

- At least twenty-one (21) years of age.
- High School Diploma or G.E.D.
- Valid Missouri driver's license.
- Satisfactory driving record.
- Satisfactory Police/Criminal History.
- Proven knowledge of the IBC (International Building Code).
- ICC Fire Plans Examiner.
- ICC Commercial Fire Alarm Inspector.
- ICC Commercial Fire Sprinkler Inspector.
- ICC Fire Inspector I Certification.
- Missouri State Fire Inspector.
- Missouri State Fire Investigator.
- Missouri State Firefighter I and II.
- Missouri State Fire Instructor.
- Proficient in the use of personal computers.
- Proficient in oral and written communications.
- Proficient in the reading and interpreting of structural blueprints.
- Associate's Degree or greater preferred.
- Successfully pass an oral interview before a Promotional Board to be determined by the Fire Chief and Board of Directors.

Working conditions

- Exposure to environmental conditions: temperature/weather extremes, strong odors, smoke/dust, humidity and general fire ground conditions.
- Requires the ability to perceive or discriminate among sounds, depths, visual cues and oral communications.
- Requires the candidate to tolerate loud, continuous and sometimes shrill noises.
- Requires the candidate to tolerate strobe lighting.
- Requires the ability to perceive or discriminate among visual cues and oral communications.

Physical requirements

A. Plan Review:

- Review all types of construction plans including but not limited to commercial, multi-family residential, finishes, and additions. Requires good understanding of the English language, reading and comprehension skills.
- The ability to communicate information and findings both orally and in writing.

B. New Building Inspections require:

- Physical effort to traverse rough and unfinished landscapes in both clement and inclement weather.
- Traverse different structural levels by ladders or lifts.

- Exposure to environmental conditions: temperature/weather extremes, strong odors, smoke/dust and humidity.
- Requires the ability to perceive or discriminate among sounds, depths, visual cues and oral communication.
- Requires the candidate to tolerate loud, continuous and sometimes shrill noises.
- Requires the candidate to tolerate strobe lighting.

C. Physical fitness requires regular and frequent moderate to demanding work:

- The ability to traverse long distances in both completed buildings and buildings under construction.
- Don an SCBA, as needed.
- The ability to bend at the waist, to stoop, and kneel.
- Requires the ability to perceive or discriminate among depths.

D. Public Relations:

- Requires sedentary to light work.
- Requires the ability to perceive or discriminate among visual cues and oral communications.

E. Hydrant Flow Testing:

- Requires moderate, though not constant, physical effort which may involve manipulation of items 11-20 lbs., and exposure to vehicle and other traffic hazards. While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk and hear. Use hands and fingers to handle or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel or crouch. Specific vision abilities required by the job include close vision to adjust focus between objects.
- Requires the ability to perceive or discriminate among Sounds, depths, visual cues and oral communications.

F. Housekeeping Duties:

- Requires sedentary to light work.
- Requires the ability to perceive or discriminate among visual cues.
- Maintain District-supplied vehicle:
 - Clean and wash as needed.
 - Regular oil changes as required by the manufacturer.

Regular work hours are 8 hours a day 40 hours a week but may be extended in the event of disasters, manpower shortages, workload, or calls in progress. The employee must be available and present for work as scheduled, be on call as ordered or needed in an emergency, and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

Direct reports

The Fire Inspector reports directly to the Fire Marshal.

Approved by:	
Date approved:	
Reviewed:	

Wentzville Fire Protection District Documentation Checklist



- Copy of Current Driver's License
- High School Diploma, GED, or other State Education Requirement Certification
- College Transcript or Diploma (if applicable)
- List of Missouri Division of Fire Safety Certificates
- List of ICC Certificates
- List of any other Fire-Safety related Certificates
- Completed enclosed Application with Resume
- Completed and signed enclosed District Release

ARMED FORCES

Branch

Period of Service

to

Type & Date of most recent Discharge

Optional – Describe any specialized training, job-related, apprenticeship, skills, and extra curricular activities received in the United States Military.

EDUCATION

High School

Address

Dates Attended

to

Graduated () Yes, When

() No

Date of successful completion of Equivalence Test

College

Address

Dates Attended

to

Graduated () Yes, When

() No

Degree Received

Major

Other / College

Address

Dates Attended

to

Graduated () Yes, When () No

Degree Received

Major

Fire Academy

Dates Attended

to

Graduated () Yes, When () No

EMPLOYMENT EXPERIENCE

List your complete work history; use a separate sheet of paper if necessary. Start listing with your current employer and work backwards.

May we contact your current employer () Yes () No

1) Employer Name & AddressTelephone Number(s)

Supervisor

From To

Position

Reason for Leaving

2) Employer Name & AddressTelephone Number(s)

Supervisor

From To

Position

Reason for Leaving

3) Employer Name & AddressTelephone Number(s)

Supervisor

From To

Position

Reason for Leaving

4) Employer Name & AddressTelephone Number(s)

Supervisor

From To

Position

Reason for Leaving

REFERENCES

Name & Address

Telephone Number(s)

Name & Address

Telephone Number(s)

Name & Address

Telephone Number(s)

Name & Address

Telephone Number(s)



District Release

All applicants are to read and certify their understanding of the following paragraphs and the statements on this application by their signature.

I hereby certify that all statements, representations, additional listings, and answers to questions are complete, accurate, and contain no misrepresentations or falsifications. It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

It is understood that it is the Fire District's policy not to refuse to hire a qualified individual with a disability because of the person's need for an accommodation that would be required by the ADA (Americans with Disabilities Act).

I give the employer the right to investigate all references and to secure additional information about me if job-related. I hereby release the employer and its representatives from liability for seeking such information and all other persons, corporations, or organizations for furnishing such information.

I agree if employed, to submit to a background check and medical examination, including a substance abuse test, as directed by the Wentzville Fire Protection District.

I am in possession of a valid state motor vehicle operator's license for the State of Missouri or my current state of residency (please specify _____).

Signature of Applicant _____ Date _____