

**Civil Service Commission
Spokane Valley Fire Department
2120 N Wilbur Road
Spokane, Washington 99206
509-928-4140**

December 17, 2019 (revised)

To: Candidates for the position of Fire Inspector

From: Civil Service Commission

Subject: Examination for Fire Inspector

This will serve as notice for the examination for the position of Fire Inspector which will be both a written examination AND an Assessment Center.

Promotional Application Packet Requirements (current Spokane Valley Fire Department employees):

Promotional Application (attached)

Veteran's Scoring Criteria Questionnaire (if applicable)

Application packets will be accepted starting 0900hrs on November 13, 2019 through 1600hrs on January 6, 2020 at the Civil Service Office located in the Administration Building or via email (callahanp@spokanevalleyfire.com).

The written test will be held on **January 17, 2020** at 0900hrs at the Training Tower. **All candidates who attain a passing score of 80% will qualify for the Assessment Center.** Candidates will have two (2) hours to complete the written test.

Candidates who hold a current ICC or IFSAC Fire Inspector 1 certificate will not be required to take the written test.

The Assessment Center will be **February 7 (and 6th, if necessary) 2020** (time and location to be announced). Assessment Center will consist of an oral interview and written project. Guidelines for Written Project will be distributed after applications have been received.

Required occupational qualifications:

- See job description

Scoring:

Weighting for the examination will be:

Oral Interview 50 points possible

Written Project 50 points possible

The job description for the position of Fire Inspector, Veteran's Scoring Criteria Questionnaire and Promotional Application are attached.

Peggy Callahan

Peggy Callahan
Chief Examiner
Spokane Valley Fire Department

Spokane Valley Fire Department
Job Description
Fire Inspector

Revised August 2016

Nature of Work

The Fire Inspector performs work commonly associated with fire prevention, fire inspection, public education, community risk reduction and fire investigation. Duties are varied and may require analyzing facts and using judgment to determine the proper course of action within adopted procedures and legal limits. Work is performed under varying hours, varying conditions, and situations involving not only Spokane Valley Fire Department personnel, but other agencies, private companies, and individuals.

Examples of duties and expectations: (To include but not limited to)

- Writes, types and documents actions and information in different mediums.
- Is flexible and positively deals with change.
- Participates in training, drills and evaluations.
- Conducts public education programs, such as fire safety and prevention classes.
- Performs general house keeping and maintenance work in Spokane Valley Fire Department facilities
- Duties are done within established policies and procedures.
- May be assigned to work outside of regular job classification.
- Assists in developing and instructing the Spokane Valley Fire Department's education programs on fire prevention, inspection, and investigation.
- Assists in determining fire flow requirements and the location of fire hydrants.
- Assists in maintaining the Spokane Valley Fire Department's mapping programs.
- Conducts code enforcement inspections of existing structures and businesses to ensure compliance all State and local ordinances, statutes, codes, and standards pertaining to fire and life safety, and initiates corrective procedures for abatement of non-compliance items or hazards.
- Is competent in using the Spokane Valley Fire Department's computer information systems
- Conducts investigations of commercial, residential, and wild land fires to determine fire cause and origin, including operating at fire scenes, directing fire crews in salvage and overhaul to ensure preservation of evidence, interfacing with insurance officials and law enforcement personnel, interviewing witnesses, documenting fire incident through photographs, sketches, and report writing, and providing expert testimony for prosecution as necessary, if assigned.
- Interviews child and juvenile firesetters at fire scenes and referrals from families, schools, Juvenile Department and Services to Children and Families, including conducting Firesetter Assessment interventions with child and family, determining appropriate safety training for the child and family, and providing professional counseling recommendations for the family, Juvenile Department.
- Responds to citizens' questions and comments in a courteous and timely manner;

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Investigates complaints related to fire code violations such as illegal burns and accumulated waste presenting a fire hazard. Meets and discusses violations with individuals, and issues citations as necessary.
- Performs other duties as assigned.

Supervision:

Works directly under and reports to the Fire Marshal

Required occupational qualifications:

To be eligible to apply for this position, the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them;

- Must maintain the required occupational qualifications of the Spokane Valley
- Firefighter position
- All applicants must have held the permanent position of Firefighter for four (4) years preceding the closing date of applications.

After promotion to position

- Must obtain and maintain a Spokane County Sheriff Special Deputy Commission as an Arson Investigator, if so assigned.
- Must obtain and maintain International Fire Code Institute— Fire Inspector 1 Certification (within 90 days of promotion)

Adopted by the Board of Fire Commissioners on the 8th August 2016.

Commission Chairman _____

CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT

APPLICATION FOR PROMOTIONAL EXAMINATION

NOTE: All of the questions on this application must be answered in ink in the applicant's own handwriting, or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it "N/A."

I HEREBY MAKE APPLICATION to be examined for promotion to the position of _____ in the Spokane Valley Fire Department.

1. Name:

(Last) (First) (MI)

2. Address:

(Street) (City) (State) (Zip)

3. Phone _____

(Home) (Work) (Cell)

4. E-mail Address _____

5. Date of Hire? _____

6. Pursuant to Civil Service Rule 5.13, how many points do you claim for seniority?

7. Do you meet all the occupational qualifications as listed in the job description for the position you are applying? _____

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF PERJURY.

Applicant's Signature

Date

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

Revised: 09/09/14