



Sequim, WA

Fire Code Technician

Position Announcement

Closing Date: March 18, 2024 at 16:00

❖ This is a PERS Eligible *Part-Time Position*.





Clallam County Fire District 3

Fire Code Technician Announcement

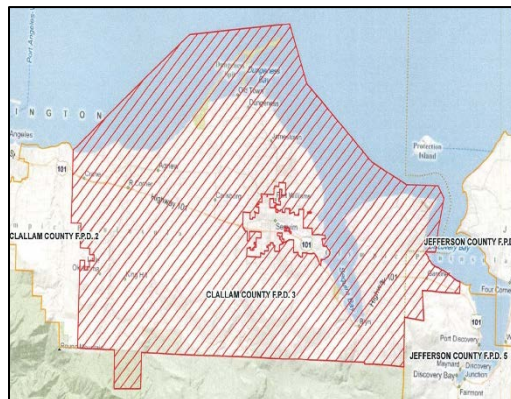
The Community

Sequim and the surrounding area are bathed in natural beauty and are full of small-town charm, Sequim is a popular destination for the outdoor enthusiast and is one of the driest places in western Washington. Downtown is vibrant with many shops and restaurants. Hiking through pristine forests and along the nation's longest natural sand spit, golfing at our distinct golf courses, biking along the Olympic Discovery Trail, fishing in fresh or saltwater, and visiting our local farms, are just a few of the highlights of this spectacular location.



District Overview

Clallam County Fire District 3 is a combination volunteer/career fire department that serves a population of approximately 35,000 residents situated in an area of nearly 142 square miles. The City of Sequim, with a population of 7,200, was annexed into the Fire District in 1987. District personnel responded to over 8,400 calls for service in 2022. Currently, the District has six fire stations, three of which are staffed full-time with minimum staffing of 10 members per shift/per day. The District also has a large maintenance facility and training ground. The District is governed by a Board of three Commissioners elected to serve six-year terms, alternating election periods every two years. In 2023, the District has an operating budget of \$12 million dollars.



The Position

The ideal candidate will possess excellent written and verbal communication skills in a manner that demonstrates an orientation toward public relations, resulting in excellent customer service. The ideal Fire Code Technician shall have a working knowledge of fire codes and local ordinances, while demonstrating the ability to find solution-oriented alternatives to problems. The Candidate will have a proven ability to work effectively with all segments of the community in relation to fire safety issues and public education services.





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Job Overview

- Perform fire and life safety inspections within the Fire District on commercial buildings and community events utilizing the International Code Council Codes adopted by the State of Washington and local ordinances;
- Maintains accurate files, records and correspondence relative to each occupancy;
- Provides education to the public about relative safety codes;
- Provide training to department members on requirements of adopted codes;
- Assists in plan reviews of new and remodeling developments in the Fire District;
- Communicates effectively with a variety of individuals regarding fire code violations and secures cooperation from community members in observing fire prevention laws;
- Ability to adjust work schedule depending upon needs of the Fire District and Community;
- Maintains certifications required for the position through continuing education;
- Position is classified as a uniformed, non-combatant, Administrative Staff Position;
- Effectively and efficiently operate computers, various computer programs and other standard office machines.

Eligibility Requirements

- Be a United States Citizen or registered permanent resident alien with authorization to work in the United States.
- Must be or have reached the age of 21 before hire date.
- Have a high school diploma or GED.
- Must possess a valid Washington State Driver's License and be acceptable to the District's insurance carrier.
- Meet and maintain medical standards of the position.
- Possess and maintain International Code Council Fire Inspector 1 or able to obtain within 6 months.
- Obtain International Code Council Fire Inspector 2 within 12 months.
- Obtain International Code Council Fire Plans Examiner within 24 months.
- Can type and has a working knowledge of computers and computer programs.
- Pass a medical evaluation and drug screening prior to appointment.
- Non-tobacco products user.
- Successfully pass background investigations and reference checks.
- Possess and maintain a Basic First Aid certification or able to obtain within 6 months.



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Desired Qualifications

- Experience as a career or volunteer firefighter.
- Experience in plan review for new/remodel construction using the adopted codes of a jurisdiction.
- Experience in the building construction industry.

Benefits

- This position is Part-Time and is PERS Eligible.
- Uniforms are supplied.

Application Process

Beginning February 28th, 2024, applications will be available on the District's website located at <https://www.ccf3.org/employment-opportunities>. Applications may only be turned in via e-mail to testing@ccf3.org.

All application material shall be submitted to by **4:00 P.M., March 18, 2024**. Required application materials include:

- Cover letter
- Professional résumé
- A completed District application includes:
 - Assigned Authorization to Release Information
 - A signed Background Check Release
 - A completed Disclosure and Release form
 - An abstract of driving record for at least the previous 3 years (available from Washington Department of Licensing)
 - A copy of your driver's license (Required for External Candidates)
- Copies of any relevant certificates as pertains to the Eligibility Requirements.

Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Office and field duties include walking on all types of surfaces including both rough and smooth terrain.
- Standing, sitting, ability to maintain balance, climb stairs and ladders, kneel, bend, stoop, crouch, reach, push, pull, twist, crawl, finger dexterity, lift and carry a minimum of 25 pounds.
- Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus from detailed work.
- Operate a passenger motor vehicle.
- All of these demands must be performed in all weather conditions.



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Wages and Benefits

- Salary - 2024 monthly wages are based on the hourly wage of \$32.48 per hour.
- Benefits - The District offers a benefit package that includes sick leave, holidays, and a state retirement plan.
- Uniforms - The District provides an initial complement of uniforms and an annual amount towards uniform maintenance and replacement.

Selection Process

Projected Timeline:

Applications available	February 28 th , 2024
Applications Deadline	March 18, 2024, 2024
Department Interviews	March 20, 2024
Provisional Job Offer	March 22, 2024
Medical examination and Drug screen	March 25, 2024
Offer of Employment Confirmed	April 15, 2024
Start Work	May1, 2024

The most qualified applicants will be invited to participate in an interview process, followed by background and reference checks. An eligibility list will then be established from the successful applicants.

Upon receiving a provisional job offer, the candidate will be required to participate in a medical examination and drug screening.

Accommodations

The successful applicant must be able to perform the essential duties of the position with or without accommodation.

Equal Opportunity Employer

Clallam County Fire District 3 is an equal opportunity employer that promotes employment opportunity without regard to race, color, national origin, ancestry, religious creed, age, marital status, disability, medical condition, pregnancy or pregnancy-related conditions.

Reasonable Accommodation

Applicants with legal disability who require special accommodation must advise the District at the time of application. The Fire District reserves the right to verify disability.

Medical Exam and Drug Testing

All new employees must successfully complete a medical examination and drug test, by a District approved physician and laboratory, prior to employment.



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Background Check

All candidates must successfully complete a criminal background check prior to an offer of employment.

Probationary Period

This classification will be subject to a twelve-month probationary period.

The application period closes: March 18, 2024, at 16:00 P.M.

For questions regarding the application and/or selection process, please contact the hiring team at:

Testing@ccfd3.org