



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### **FIRE CODE INSPECTOR I (1 OF 3)**

#### **ESTES VALLEY FIRE PROTECTION DISTRICT STRATEGIC OBJECTIVE:**

- Make the Estes Valley a Safer Place

#### **PREVENTION DIVISION STRATEGIC OBJECTIVE:**

- Proactively increase safety through reduction or elimination of risks

#### **CODE APPLICATION PROGRAM STRATEGIC OBJECTIVES:**

- Reduce potential conditions hazardous to life and property
- Maintain and apply a Community Risk Reduction Plan based on the pertinent threats
- Provide quality customer service based on good communication

#### **GENERAL STATEMENT OF DUTIES:**

Under the supervision of the Captain - Inspector II/Plan Review, this position ensures compliance with adopted fire code requirements. The Fire Code Inspector I conducts inspections of existing commercial occupancies, short-term vacation rentals, building modifications and remodels, tenant finishes, as well as operational permit inspections, such as food trucks, tents, etc. This position also coordinates and implements educational programs including Fire code updates, best fire and life safety practices for businesses, and other topics as identified by the Captain – Inspector II/Plan Review.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Conduct professional and technical-level fire inspections of commercial and public buildings.
- Communicate effectively with co-workers, development and construction professionals and the public regarding code compliance.
- Knowledge of the principles of fire prevention, hazardous materials storage and handling systems, fire suppression and detection technology, and comprehensive fire protection engineering principles
- Ability to utilize the International Fire and Building Codes and NFPA Standards when performing job functions
- Respond to and address community and organizational inquiries and complaints related to adopted codes and standards
- Input, update, and verify data within the Fire District's record management system.
- May be required to work a flexible schedule, including evenings and weekends, based on operational needs.
- Prepare and disseminate fire prevention information to citizens, staff, and volunteer firefighters
- Coordinate and implement educational programs including fire codes and other topics as identified by the Captain – Inspector II/Plan Review
- Work closely with District volunteers in the coordination and delivery of public education programs
- Perform other duties as assigned
- May respond to emergency incidents, as assigned, in support of the District's mission.

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**

Last Edit: March 23, 2026



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### **FIRE CODE INSPECTOR I (2 OF 3)**

#### **SUPERVISION RECEIVED:**

- Works under the general guidance and direction of the Captain - Inspector II/Plan Review

#### **SUPERVISION EXERCISED:**

- None

#### **FLSA:**

- This is a non-exempt employee position

#### **WORK SCHEDULE:**

- Regular workweek is Monday through Friday, 08:00 – 17:00 with one-hour break for lunch.
- Weekend work may occasionally be required for special events or project work

#### **COMPENSATION**

- **The salary range for this position is \$60,000 – \$70,192 annually, consistent with the Operations, Training, & Prevention (uniformed) – Fire Inspector I classification.**

#### **RESIDENCY:**

- Not required

#### **EDUCATION:**

- Preferred: Associate's degree in Fire Science or a related field.
- At the Fire District's discretion, any equivalent combination of education and experience

#### **MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:**

- At least 18 years of age
- Possess and maintain a valid Colorado driver's license and acceptable driving record
- One (1) year of public education experience, preferably in fire and life safety education
- Obtain AHA CPR/AED certification within three (3) months of hire
- Complete FEMA NIMS 100/200/700/800 within three (3) months of hire
- Experience developing and delivering educational materials

#### **ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:**

- One (1) year of fire service experience, ideally conducting fire inspection and code compliance
- Current ICC Fire Inspector I certification or obtain within six months of employment

#### **COMPETENCIES**

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Oral and Written Communication Proficiency.
5. Strategic Thinking.

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### **FIRE CODE INSPECTOR I (3 OF 3)**

6. Teamwork Orientation.
7. Diversity, Equity, and Inclusion.
8. Technical Capacity.

#### **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works within an office and field environment. This position frequently operates a computer, reads, writes, and interacts with others in person, over the phone, and via other devices. The employee may travel within the facility in which their office is located and to locations outside of the facility to perform inspections, to attend meetings, trainings, events, and other business activities. The work environment may include outdoor conditions, including adverse weather, high noise levels, and uneven terrain.

#### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit, talk, hear, smell, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

Estes Valley Fire Protection District is an Equal Opportunity Employer and does not discriminate based on any status protected under federal, state, or local law.