



JOB ANNOUNCEMENT

Title: Fire Inspector I

Department: Fire Protection and Community Risk Reduction Division
Hiring Range: \$63,888.00 - \$70,875.75 annually
Position Range: \$63,888.00 - \$91,839.00 annually
Benefits: Health, Dental, Vision and Flexible Spending Accounts, 401(a) Defined Contribution Plan, available Roth and 457 Plans at employee cost, paid holidays and vacation.

Opening Date: 3/4/2026
Closing Date: 3/20/2026 at 5pm MST
FLSA/Classification: Non-exempt / Classified
Work Schedule: Monday-Thursday 7:45am-5pm and Friday 7:45am-12:45pm, on site. Occasional on-call shifts are required.

Selection Process:
Review and Screening of On-Line Applications
Review of Additional Documentation (If requested)
Interview
Background Investigation
Drug Screen
Reference Checks

SUMMARY: The Fire Inspector I performs fire inspections and related duties under the general supervision of the Inspection Services Program Manager, and fire investigation duties under the general supervision of the Assistant Fire Marshal - Fire Investigations. This position works as part of the larger Inspection Services team to support the Fire Prevention and Community Risk Reduction Division's (FPCRR) goals and objectives. Fire inspection duties include but are not limited to new and existing occupancies, conditions or installations that require an operational permit, and compliant-driven inquiries to ensure fire code compliance. Under guidance, the Fire Inspector I routinely conducts research and interprets fire code requirements, supporting ICC codes, applicable NFPA standards, and other pertinent laws and regulations that apply to PFA's jurisdiction. The Fire Inspector I is responsible for building effective relationships with businesses, property management representatives, servicing contractors, other regulatory partners, and both internal and external stakeholders. This position may at times assist the Technical Services Program with inspections or final acceptance testing of new construction and fire protection systems related to new construction. This position will require ICC, IAAI, and Colorado certificates to be acquired and maintained as a job duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

- Maintains a customer-focused, solution-oriented, and professional approach in all interactions on behalf of the PFA in accordance with PFA's Mission, Vision, and Principles (MVP) document.
- Performs assigned fire inspections for occupancies within PFA's jurisdiction.
- Assists customers through an educational approach with understanding the requirements of the adopted Fire Code.
- Completes and issues fire inspection reports in a timely and professional manner.
- Utilizes PFA's tracking systems to verify compliance of fire protection systems for facilities within their assigned inspection area.
- Communicates expectations of fire code compliance with customers directly, which at times may require the ability to effectively deescalate or resolve conflict.
- Upholds and supports directives from the Inspection Services Program Manager or the Assistant Fire Marshal when alternative code compliance approaches are required.
- Drafts reports or professional correspondence with customers, servicing contractors, design professionals, technical consultants, and when reporting to supervisors as it pertains to fire code compliance duties.
- Works closely with other Authority programs, departments, sworn and civilian personnel to communicate and coordinate service delivery.
- Communicates requirements to contractors who inspect, test, and maintain fire protection systems with respect to PFA's minimum contractor qualifications or as directed.
- Reads, analyzes, and interprets complex and technical information as it relates to the installation or operation of equipment, devices, or operations for the purpose of determining fire code compliance.
- Works in partnership with City and County building departments, Code Enforcement, and law enforcement entities for enforcement duties.
- May assist the Inspection Services Program Manager or Assistant Fire Marshal to assemble information necessary to issue enforcement notices or when a summons to court is necessary.
- Assists the Technical Services Program team when additional inspectors are needed for large or complex buildings, to perform final acceptance testing of fire protection systems, such as fire alarm, fire sprinkler, fire pumps, kitchen suppression systems, alternative fire protection systems, or otherwise, to ensure job site safety and fire access is maintained.
- Conducts fire investigation duties as part of an assigned on-call response

system which may occur after regular business hours.

- Responsible for ensuring a timely response to fire scenes when assigned to on-call status for fire investigation duties.
- Responsible for wearing a PFA-issued uniform and personal protective equipment (PPE) in accordance with policies and procedures for the hazards encountered, such as for fire inspections, construction sites, fire investigation scenes or otherwise.
- Operates assigned PFA vehicles throughout the jurisdiction in all weather conditions in a professional manner, in accordance with PFA policies and procedures, and is responsible for cleaning vehicles when needed.
- Responsible for acquiring and maintaining certificates or training as specified for the job duties or as directed by your supervisor. This may at times require in-person attendance and travel outside of the jurisdiction and/or outside of normal business hours.
- May assist with the development and implementation of programs or responsibilities that are in support of the Inspection Services Program team when assigned by the Inspection Services Program Manager, such as mobile food vendor (food truck) inspections, or similar programs.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the education, experience, licenses, knowledge, skills, and abilities required to perform the necessary functions of this position.

EDUCATION, EXPERIENCE, LICENSES/CERTIFICATIONS

Education:

- High school diploma or GED
- Associates degree or higher in fire science, fire prevention, fire protection engineering, architecture, building sciences, occupational safety, or related field is desired
- Equivalent combinations of education and experience may be considered

Experience:

- Experience in building construction, knowledge of fire protection systems, or occupational safety is desired
- Experience in complimentary fire prevention duties such as firefighting, fire investigation, fire and line-safety education, fire systems plan review, or similar is desired
- Equivalent combinations of education and experience may be considered.

Licenses/Certifications:

***Required licenses and certifications must be maintained throughout employment with PFA**

- Valid driver's license
- Obtain within 1 year of hire:
 - International Code Council (ICC) Fire Inspector I
 - Certified with the Colorado Division of Fire Prevention & Control (DFPC) as a Fire Inspector I
 - IAAI-FIT fire investigation certification
- Obtain within 6 months of hire:
 - CPR certification
- ICS 100 and 200 are desired

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to properly utilize the International Fire and Building Codes and NFPA Standards when performing job functions.
- Collect, analyze, organize and present information effectively in written and oral formats.
- Ability to educate, enforce, and even empower a customer to comply with applicable codes and standards to create a safer environment.
- Proficient computer skills including data management systems and specific and customized software applications (i.e. records management and data analysis systems).
- Basic skill level using Microsoft Office Suite including, word processing, spreadsheets, and databases.
- Effective time management skills.
- Advanced customer service skills and ability to establish and maintain effective working relationships.
- Ability to work independently without direct supervision.
- Ability to work effectively with individuals, internally and externally, using appropriate problem-solving and team building skills.
- Effective conflict resolution and negotiation skills.
- Bilingual communication skills (English/Spanish) preferred.

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 incumbent is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects. Also includes balancing, stooping, squatting, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, pinching, gripping, digging, reaching overhead and away from body, hearing, seeing, and climbing, and some repetitive motion.

- A portion of this work involves sedentary administrative work in an office environment.
- A portion of this work involves walking continuously for longer durations of time when conducting inspections.
- A portion of this work involves strenuous work for limited durations of time under adverse conditions during fire investigations.
- Will be required to work in all weather conditions and in extreme temperatures at times.
- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Works within existing buildings of all types, on active construction sites, and on fire investigation scenes and will routinely encounter uneven ground, open pits and shafts, steep grades, working in above and below grade areas, and areas with debris and obstructions to normal travel, and slippery surfaces. May include climbing or descending ramps, stairs or ladders and conducting duties at high elevations above grade. May require climbing, crawling, or moving in confined areas at times.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORKING ENVIRONMENT AND GENERAL INFORMATION

The Fire Inspector position works in a variety of locations and conditions, including but not limited to, an office environment and other inside work areas, as well as outside areas including buildings under construction and fire scenes. The potential to work in hazardous surroundings exists that include a variety of physical conditions such as navigation of slippery and uneven surfaces, proximity to moving mechanical equipment, electrical currents, construction sites, high places, weakened structures, structures that have been exposed to fire, broken glass or other destroyed materials, electrical currents, or similar hazards. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mist and dust, deceased persons, exposure to bodily fluids, or other exposures, and which will require the use of personal protective equipment (PPE). The noise level in the work environment is usually moderate but can be excessive at times which may require hearing protection to be worn. Exposure to mild to moderate atmospheric conditions may exist which can affect the respiratory system or skin. This includes exposure to gases, chemicals, fumes, odors, mists and dusts. Exposure to deceased persons and/or bodily fluids. The position requires the wearing of appropriate safety protection due to environmental hazards.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Note: Some information in your application may be public information under the Colorado Open Records Act.

If you have questions, please contact HR@poudre-fire.org.

YOUR APPLICATION (WITH ATTACHED RESUME) MUST BE SUBMITTED AT <https://www.poudre-fire.org/joining-pfa/civilian-job-postings> TO BE CONSIDERED.

THE POUFRE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER.

