



PIKE TOWNSHIP FIRE DEPARTMENT

Executive Services / Emergency Operations / Support Operations

Annette M. Johnson, Pike Township Trustee

Jeff Beam, Pike Township Fire Chief

The responsibilities of the Fire Inspector / Investigator position include:

FIRE AND LIFE SAFETY INSPECTIONS:

Complete fire and life safety inspections of educational, industrial, multi-family, residential, institutional, mercantile, assembly, business, and hazardous occupancies within the Pike Township Fire Department service district for the purpose of determining compliance with Indiana's fire and building safety laws. Review new construction drawings to ensure compliance with applicable fire codes. Inspections focus on verifying compliance in the following areas, including, but not limited to:

- Means of egress (exiting) systems;
- Operational readiness and proper inspection, testing and maintenance of automatic fire sprinkler, fire alarm, kitchen hood and other alternative fire suppression systems;
- Operational readiness and proper inspection, testing and maintenance of standpipe systems and fire hydrants;
- Emergency preparedness, evacuation procedures, and fire drills;
- Proper storage and handling of hazardous materials and flammable/combustible liquids
- Fire department access
- Proper classification of occupancies
- Proper classification of construction type
- Occupant load calculations in assembly occupancies

FIRE AND LIFE SAFETY EDUCATION:

Schedule and present programs pertaining to fire safe behaviors, fire prevention measures, and life safety education, based upon behavioral objectives, including, but not limited to the following:

- Programs within schools, day cares, pre-schools, and senior citizen facilities.
- Assisting local businesses with fire safety education and evacuation planning.

FIRE INVESTIGATIONS:

- Conduct fire scene examinations, when required by department policy, and in accordance with nationally recognized standards, for the purpose of determining the fire's origin and cause. This involves working in adverse weather conditions involving extreme hot or cold conditions and environments that may be hazardous because of deteriorated structural stability and/or materials burned. Included with the performance of fire investigation duties is the ability to operate department photography equipment, conduct interviews, draw diagrams/sketches, and write investigation reports that adequately document the fire investigation.

4881 West 71st Street * Indianapolis, Indiana 46268 * Phone 317-347-5860 * Fax 317-347-5888

RECORDKEEPING AND ADMINISTRATIVE PLANNING:

Document all fire and life safety inspections, fire investigations and other activities completed. Provide periodic reports of completed activities to the Fire Marshal for review. Assist in overall department planning through proposal of long-term plans and budget needs.

REQUIREMENTS:

- Twenty-one (21) years of age at the time of hiring
- High School Diploma or GED
- Valid Indiana Driver's License
- Have not been convicted of a felony
- Two (2) years of experience in one or more of the following: fire inspection, fire investigation, fire suppression, fire and life safety education, code enforcement, plans review, law enforcement **AND** at least one of the following on the date of hire:

Current certification as a State of Indiana IFSAC, ProBoard or ICC accredited Fire Inspector I/II or eligible for Indiana reciprocity OR ability to obtain certification within one (1) year of hire

Current certification as a State of Indiana IFSAC or ProBoard Fire Investigator, Certified Fire and Explosion Investigator (NAFI-CFEI), or Certified Fire Investigator (IAAI-CFI) OR ability to obtain one or more of these certifications within one (1) year of hire

Current certification as an IAAAI-FIT (Fire Investigation Technician OR ability to obtain certification within one (1) year of hire. NAFI Certified Fire and Explosion Investigator OR IAAI Certified Fire Investigator may substitute for this requirement.

Current ILEA Tier I or II certification as a Basic Police Officer or completion of a LETB approved full-time or reserve officer academy OR ability to obtain and maintain certification or appointment as a sworn Indiana law enforcement officer with the department-approved law enforcement agency within three (3) years from hire date.

- Ability to serve in an "on-call" capacity when required and able to respond to a fire scene within 30 minutes of notification. Must live in Marion county or a contiguous county within three (3) months of hire and maintain such residency during employment
- Proficiency in Microsoft Office, Excel, PowerPoint, and Windows operating system
- Ability to bend, stand, climb stairs & ladders, and lift up to 50 pounds
- Ability to wear personal protective equipment in excess of 20 pounds

PREFERRED:

- Bachelor's degree in Fire Science or related field with two (2) years of fire service or law enforcement experience OR Associates degree in Fire Science with four (4) years of fire service or law enforcement experience
- Current certification as an Indiana State Fire Inspector I.
- Current certification as an Indiana State Fire Investigator, a NAFI Certified Fire and Explosion Investigator, or an IAAI Certified Fire Investigator.

Job Type: Full-time

Pay: Up to \$63,948.00 per year

Benefits:

- Medical, Dental and Vision Insurance
- High Deductible Health Plan or PPO plans
- HSA or FSA accounts available with department contributions
- Public Employees Retirement Fund (PERF) contributions covered 100% by the department
- Deferred Comp available with department matching
- \$100K department provided life insurance
- Generous PTO
- Overtime, Comp time and special event opportunities
- Training, education and travel opportunities
- Take home vehicle
- All uniforms and equipment provided and replaced by the department

Schedule:

- 8-hour shift
- Monday to Friday
- On call

Work Location: In person

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Report job

Submit applications to employment@pikefire.com