

Wayne Township Fire Department, IN

*Announces the open position of*

# Fire Inspector / Investigator



For more information and application details  
Visit [www.waynefire.org/career](http://www.waynefire.org/career)

An ISO Class 1 Fire Department

## Wayne Township Fire Department

Wayne Township Fire Department (WTFD) is located on the west side of Indianapolis. WTFD occupies 36 square miles of densely populated urban landscape, including multiple single family home neighborhoods, the second largest industrial park in the state, and one of the largest concentrations of students in a daytime setting in the state.

WTFD provides a multitude of services to our community, including Fire Suppression; Advanced Life Support Emergency Medical Services; Technical Rescue; Fire Investigations; Fire Prevention; Community Risk Reduction; Commercial Property Inspections; and a large number of Public Education Events.

WTFD serves a diverse population, in a community of 141,000, where almost 30 languages are spoken. Wayne Township's employees responded to over 21,000 calls last year, in an area with three interstates, 37 apartment communities, eight nursing homes, and 19 schools.

The department is staffed with three shifts, consisting of five engine companies, two ladder companies, four transporting ambulances, two special company apparatus, and three command vehicles.

*Community outreach is a cornerstone of the Wayne Township Fire Department service model. Preventing emergencies is more beneficial than responding to them.*



Indianapolis has been called the city with the small town feel. The 15th largest city in the country boasts a low unemployment rate, a vibrant sports scene, a welcoming community and a growing economy.

Indianapolis is the most populous city in Indiana, with 855,000 calling the city proper home, and more than 2 million residing in the metro area.

Indianapolis is ranked 21st in the US, with Forbes reporting that the cost of living in Indianapolis is 7.6% below the national average.





# The Ideal Candidate

The Fire Inspector / Investigator is one of the core elements of the Wayne Township Community Risk Reduction effort. With over 5,200 businesses and structures to inspect annually, including a large industrial park, and a robust public and private education system extending through the township, fire inspections occur all year long. Wayne Township is a Class 1 ISO rated department with high expectations for our inspectors.

Our fire investigators perform cause and origin investigations on all Wayne Township structure fires and any other calls by response personnel.

- Must have proof of eligibility for employment in the United States
- Minimum of five years experience as a fire inspector in a metropolitan or urban fire department
- Fire Inspector I certification required. Fire Inspector II certification preferred
- Fire Investigator certification required
- Knowledge of inspection and investigation reporting software.
- Juvenile Fire Intervention certification preferred
- Ability to be in on-call rotation for after hours calls for investigations and code enforcement complaints.
- Knowledge of building construction and plan review preferred

## Compensation

The annual salary for the incoming Fire Inspector / Investigator is \$58,000 to \$63,000, with an attractive benefits package, which includes:

- **Civilian PERF pension**
- **Deferred Compensation with matching**
- **Medical/Dental/ Vision Insurance**
- **Paid vacation**
- **Paid Holidays**

## To Apply

For application details, please visit [www.waynefire.org/careers](http://www.waynefire.org/careers) to view the most up to date information. Interested parties should apply before 4:00 p.m. on June 30, 2023, when the process will close.

Following the close of the process, resumes will be screened according to the qualifications outlined in the application. The top applicants will receive interviews beginning shortly after.

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*Finalist candidates will be asked to submit to a background check, drug testing and provide references. References will be contacted only following candidate approval. For questions, please contact the hiring manager at [hr@waynetwp.org](mailto:hr@waynetwp.org)*



# Job Description

**TITLE: FIRE INSPECTOR / INVESTIGATOR**

**EFFECTIVE: AUGUST 1, 2022**

**POSITION TYPE: CIVILIAN / NON-EXEMPT**

## 1. Scope and Purpose

1. Scope: This job description identifies the minimum job performance requirements for the position of Fire Inspector / Investigator.
2. Purpose: The purpose of this job description is to outline the minimum performance requirements for the position of Fire Inspector / Investigator.
3. General: Job performance requirements will be in accordance with the requirements of the Wayne Township Fire Department and the following NFPA guidelines:
  1. **NFPA 1031** - Standard for Professional Qualification for Fire Inspector and Plans Examiner
  2. **NFPA 1033** - Standard for Professional Qualifications for Fire Investigator

## 2. Job Summary

1. To perform the duties associated with the management of Community Risk Reduction, including Fire Prevention and Fire Investigations.
2. To serve the Wayne Township Community through the support and management of programs designed to reduce the risk of life and property loss for our residents.

## 3. In General

1. The Fire Inspector / Investigator operates under the direction of the Division Chief of Community Risk Reduction. The duties include, but are not limited to the following:

## 4. Essential Functions

1. *Fire Prevention*
  1. Knowledge of applicable laws, codes, regulations, ordinances and department policies to implement effective engineering and code enforcement principles.
  2. Knowledge of types of building construction and the effects of fire on construction materials, fire behavior and fire spread
  3. Ability to identify fire and building law deficiencies, interpret corrective actions necessary to bring such properties into compliance, and disseminate that information to property owners.
  4. Ability to identify approved construction methods and materials, recognize problems, research code data, make decisions and resolve conflicts
  5. Ability to calculate occupant loads and means of egress capacities and evaluate emergency evacuation plans
  6. Ability to identify typical fire hazards involving the use, dispensing and storage of flammable and combustible liquids, gases and other hazardous materials and disseminate information from a safety data sheet.
2. *Fire Investigations*

1. Knowledge of laws, codes, regulations, court procedures and department policies to support legal due process.
2. Knowledge of relevant equipment, procedures and strategies to promote effective scene security to protect people, personal data and property.
3. Knowledge of types of building construction and the effects of fire on construction materials, fire behavior and spread and ability to analyze burn patterns
4. Ability to inspect and evaluate a fire scene, examine and remove fire debris, collect and preserve evidence.
5. Ability to reconstruct the fire area of origin by identifying fire damaged contents and return materials their original position using protected areas and burn patterns.
6. Ability to diagrams and photograph the fire scene, take field notes, conduct interviews and gather other pertinent information and organize that information into a final report.
7. Must obtain and maintain a basic level of law enforcement certification at the earliest opportunity.

**5. Additional Requirements**

1. Must wear approved uniform / clothing and maintain professional appearance
2. Must maintain required continuing education assigned by fire and police departments
3. Possess and maintain a valid drivers license
4. Safeguard department property from abuse and waste

**6. Working Conditions and Physical Abilities**

1. Will require physical labor, to include but not limited to standing, crawling, kneeling, bending, climbing and lifting upwards of 60 lbs. in areas that have been damaged by fire and/or explosion.

**7. Requirements for Maintenance of Position** - In order to maintain the position of Fire Inspector/Investigator, an individual must demonstrate expected standards of performance, conduct and certification:

- A. Throughout employment, maintain all hiring requirements, including a valid driver's license.
- B. Avoid any substance abuse or illegal behavior; demonstrate behavior worthy of public trust.