



**JOB OPPORTUNITY:**

**Fire Inspector (Part-Time)**

**DEPARTMENT:**

Fire Department

**POSITION DESCRIPTION:**

Under the direction of the Fire Chief, perform all functions associated with fire inspections, performs reviews of building construction plans, investigates fires to determine cause and origin, educates the public in fire safety and fire prevention code requirements, presents educational programs at school and other events, and may perform other duties as assigned.

**SALARY RANGE:**

Hourly rate range is \$24.49 - \$32.80 per hour DOQ.

**QUALIFICATIONS:**

Must possess and provide copies of the following required current certifications: (1) Fire Inspector – State of Ohio, (2) Firefighter Level I – State of Ohio, (3) National Fire Investigation Association (NAFI) or International Association of Arson Investigators (IAAI) certification within one year of hire date, (4) NIMS ICS-100 and IS-700 training certificates, (5) Health Care Provider CPR. Applicant must be a high school graduate or equivalent.

Must possess and maintain a valid Ohio driver's license and remain insurable under the City of West Carrollton's vehicle insurance plan.

**TO APPLY:**

Apply in person between 8 a.m. and 4:30 p.m. at the West Carrollton Civic Center, 300 E. Central Ave., West Carrollton, OH 45449 or download and complete all required materials online at [westcarrollton.org/jobs](http://westcarrollton.org/jobs) and return in person, by email or mail.

Completed application materials must include all requested certifications and documentation. Please remit all application materials to the Human Resources Manager, 300 E. Central Avenue, West Carrollton, Ohio 45449. Electronic applications will also be accepted with attachments in PDF or Microsoft Word format. Input 'Part-time Fire Inspector' into the subject line and e-mail to [cmays@westcarrollton.org](mailto:cmays@westcarrollton.org). EOE

**APPOINTMENT PROCEDURE:**

The selection process includes reviewing the application, oral board, medical examination, drug test, background check, and driver's license check. The appointment procedure will be based on the number of qualified candidates. The position is open until July 11, 2025, at 4:30 p.m.