

POSITION: Fire Inspector & Training Assistant

SALARY: \$32.28 Hourly
\$67,149.00 Annually

OPENING DATE: 07/19/18

CLOSING DATE: 08/03/18 05:00 PM

GENERAL INFORMATION:

Are you a motivated individual with a positive attitude? Do you enjoy helping others and making a positive impact to your community? If so, maybe you should consider a career in the fire service. Portland Airport Fire & Rescue is currently seeking an individual to assist the Deputy Fire Marshal with the daily implementation of the Fire Inspections programs. This person will also assist in the planning and coordination of training and administrative record keeping within the Fire department. If you're a highly organized individual with a passion for the fire service, this job may be just what you're looking for!

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Assist the Deputy Fire Marshal with fire code inspections and enforcement:
 - Attend construction or tenant related meetings as needed.
 - Maintain a variety of fire inspections records, check sheets, mapping, testing, and construction documents as it relates to the Port of Portland Fire Prevention and Inspections Office.
- Conduct fire extinguisher inspections and helps oversee and coordinate the fire extinguisher inspection program.
- Assists Deputy Fire Marshal with FAA required fueling inspections:
 - Maintain detailed inspection records, schedule and status.
- Assist the Training Captain by developing lesson plans and conducting both formal classroom and practical drills covering all phases of Fire Department operations:
 - Assist in developing and maintaining internal emergency response plans.
 - Prepare, organize and maintain detailed training records as well as data entry for all departmental training.
- Attend Training Officer's Association meetings and schedules, facilitates and coordinates Mutual Aid Training:
 - Attends TSAG, and Fire Department Safety Committee meetings.
- Manage hot works permit program:
 - Issues and records/monitor training pit.
 - Orders fuel/Hydrant records- work orders.
 - Manage and operate live-fire FAA training prop, including record keeping.
- Completes various other duties as assigned.

MINIMUM REQUIREMENTS:

- Associate degree in Fire Science or related field is preferred; or an equivalent combination of course work and relevant work experience is required.
- Demonstrated experience in aircraft fire, rescue and/or EMS operations is preferred.

- Experienced in planning and coordinating group and individual training, and giving instruction (formal and informal presentations) is required.
- General knowledge of Fire Department administration and operations is preferred.
- Familiarity with airport terminal and airside operating environment is preferred.
- Valid Driver's license at time of hire is required; and must be maintained.
- Basic Life Support CPR/First Aid Instructor certificate at time of hire is preferred.
- NFPA/Pro Board/ICC Fire Inspector I at time of hire is preferred; or the ability to obtain within one year of hire is required.
- NFPA/DPSST Fire Instructor I at time of hire is preferred; or the ability to obtain within one year of hire is required.
- ICC Portable Fire Extinguisher Technician is preferred.
- ISFSI Live Fire Training Fixed Facility Instructor is preferred.
- Working knowledge of fire extinguishers – use, types and code requirements at time of hire is preferred.
- Full proficiency with current Microsoft Office applications, specifically: Outlook, Word, Excel is required.

SKILLS AND ABILITIES:

- Understand and follow oral and written instructions and apply basic math skills.
- Strong organizational and presentation / instruction skills.
- Shows the utmost respect for others and is a proven team player.
- Ability to:
 - Establish and maintain effective working relationships with shift supervisors and officers while maintaining the chain of command.
 - Learn and maintain current knowledge of PDX Emergency Response Operations.
 - Work effectively with other Port departments, tenants and airlines while enforcing fire code and fire prevention education.
 - Prioritize multiple training projects in different stages of development.
 - Effectively plan, coordinate, and facilitate training between other Fire Departments and colleges.
 - Organize and maintain detailed documentation for inspection and training programs.
 - Drive Fire Department support equipment to emergencies as required.
 - Integrate logical processes and intuition.
 - Work outdoors in inclement weather and lift 50 pounds.
 - Demonstrate commitment to valuing differences among individuals and passion for being inclusive.

ADDITIONAL INFORMATION:

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.

checks and/or drug tests for positions where such tests are required by regulation and for other highly sensitive positions.

- **ADA Accommodation:** Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6690

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.portofportland.com/Careers>

Position #00908
FIRE INSPECTOR & TRAINING ASSISTANT
BP

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