

SHELTON JOB POSTING 04132018
SHELTON FIRE DEPARTMENT
JOB TITLE: PRE-FIRE PLANNER

PRE-FIRE PLANNER:

The City of Shelton is accepting applications for an open competitive position as Pre-Fire Planner to work within the Shelton Fire Chief's Office.

HOW TO APPLY: - Interested candidates must apply by filing a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the job posting bulletin board located at the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

GENERAL DESCRIPTION - This position is accountable for performing a full range pre-fire planning to collect data for pre-fire plans for the Shelton Fire Department in connection with high hazard occupancies, public assemblies, commercial & industrial properties, and multi-unit residential complexes. This position will enhance firefighter safety by developing and maintaining up to date pre-plans and other related duties for the fire department.

QUALIFICATIONS, EDUCATION, EXPERIENCE AND TRAINING: - A high school diploma, or the equivalent. Minimum of three (3) years of active service within the Shelton Fire Department. Structurally qualified, active member of the Shelton Fire Department. Valid motor vehicle operator's license with 2Q endorsement. Minimum Connecticut Firefighter 2 Certification. The Pre-Fire Planner position job description is attached, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

JOB CLASSIFICATION – This is a part time position within the Shelton Fire Department.

TESTING PROCESS: - Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. Qualified candidates will be invited to participate in an oral panel interview. A score of the oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one (1) year from which the City will hire. Appointment will be made in accordance with the rules in the City Merit System and approved by the Mayor

PROBATIONARY PERIOD: The appointee shall be considered probationary for six (6) months following the first day of work for this position.

STARTING WAGE RANGE: This is a part time position and the wage shall be applicable to that set by the budget of the Shelton Fire Department and approved by the Mayor.

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 pm Friday, May 4, 2018**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF

Shelton Fire Department



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SUPERVISION RECIEVED

The position of Pre-Fire Planner works under the general direction of the Fire Chief.

SUPERVISION EXERCISED

Supervises personnel within the scope of pre-fire planning duties on as needed basis, as assigned by the Fire Chief.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

- Conducts pre-fire plans of high hazard occupancies, public assemblies, commercial and industrial properties and multi-unit residential complexes.
- Inputs collected data into an organized reporting system as used by the Shelton Fire Department and distributes plans to each fire department.
- Works with the Shelton fire officers in developing strategy and tactical placement of apparatus within pre-fire plans.
- Works with the Shelton Fire Department Training Division in providing training and in-service walk-throughs of occupancies.
- May respond to fire/rescue and other emergencies as assigned by the Fire Chief.
- Performs other related duties as assigned by the Fire Chief.

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KNOWLEDGE, SKILLS & ABILITIES

- Ability to carry out written and verbal instructions.
- Ability to establish and maintain effective working relationships and professional relationships with peers, superiors, associates, subordinates, department heads of other City departments and the general public in the performance of the function of this position.
- A high degree of written and oral communication skills.
- Familiarity with firehouse software, Excel, and Word and other Microsoft products.
- A high degree of competency with computer-related data management skills.
- Ability to read and interpret approved site plans, and approved engineering drawings.
- Considerable knowledge of the methods and techniques used in the strategy of pre-fire planning.

QUALIFICATIONS

- High School Diploma or GED
- Minimum of three (3) years of active service within the City of Shelton Fire Department.
- Structurally qualified active member of the City of Shelton Fire Department.
- Valid motor vehicle operator's license with 2Q endorsement.
- Minimum Connecticut Firefighter 2 Certification.

SALARY AND STATUS

This is a part-time position within the Shelton Fire Department.

The salary shall be set within the Fire Department's budget.

PROBATIONARY PERIOD AND TERMS

Six (6) months.

The individual shall be subject to a semi-annual review by the Fire Chief on the basis of job performance.

This document is to be reviewed by the City of Shelton Board of Fire Commissioners at least every two (2) years.