

**Civil Service Commission
Spokane Valley Fire Department
2120 N Wilbur
Spokane Valley, Washington 99206**

October 10, 2019

To: Candidates for the position of Fire Protection Engineer – In Training
From: Civil Service Commission
Subject: Examination for Fire Protection Engineer - In Training

This will serve as notice for the examination for the position of Fire Protection Engineer - In Training. The examination will consist of a panel interview.

Date of Return – Application packets will be accepted through the close of applications (Friday, November 8, 2019 at 4pm PST) at the Civil Service Office located in the Administration Building (2120 N Wilbur Rd, Spokane Valley WA 99206) or via email at callahanp@spokanevalleyfire.com

Required Occupational Qualifications:

Must be 18 years of age prior to the close of applications.
Must have a valid state driver's license.

Required Educational Qualifications: Candidates must have a minimum of a BA/BS degree in Engineering/Technology (fire science, civil, mechanical, environment, chemical, etc.), fire protection engineering technology, mechanical engineering technology, chemistry or related field from an accredited college or university.

The job description for the position of Fire Protection Engineer - In Training and Veteran's Scoring Criteria Questionnaire are attached.

Peggy Callahan

Peggy Callahan
Civil Service Examiner
callahanp@spokanevalleyfire.com



CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT
2120 N WILBUR ROAD SPOKANE VALLEY WA 99206
PHONE (509) 892-4140
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OFFICE USE ONLY
DATE RECEIVED

NEW HIRE APPLICATION

Dear Applicant:

Thank you for your interest in joining Spokane Valley Fire Department. You must complete all sections of this application. Please print clearly or type the required information using black or blue ink.

POSITION YOU ARE APPLYING FOR:				
<input type="checkbox"/> _____				
<input type="checkbox"/> _____				
PERSONAL INFORMATION				
First, Middle, Last				
Address:				
City:		State:	Zip:	
Primary Phone:				
Email Address				
Driver's License Number:		State:		
Are you over 18 years of age?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you learn about this position?		<input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Open House <input type="checkbox"/> Other: _____		
IN CASE OF EMERGENCY NOTIFY				
Name:				
Phone:				
Relationship:				
MEDICAL CONDITIONS				
List any allergies or other conditions that could affect emergency treatment:				
List physical or health restrictions that could limit effectiveness:				

EDUCATIONAL BACKGROUND					
High School					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If not, GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name School(s) Attended:			City/State:		
College or Vocational School					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major:		
School(s) Attended:			City/State:		
EMPLOYMENT HISTORY (List 3)					
List most recent employer first. Include U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.					
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of		to			
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to			
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to			
<i>If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.</i>					
REFERENCES: Please provide name, address and phone number of three (3) references who are not related to you and are not previous employers:					
Name:			Relation:		
Phone:			E-Mail Address:		
Name:			Relation:		
Phone:			E-Mail Address:		
Name:			Relation:		
Phone:			E-Mail Address:		

QUALIFICATIONS, SKILLS, & TRAINING

List any special certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.

Certification	Certifying State/Department/Agency	Expiration Date

List any special qualifications, skills, certificates, training and/or licenses you hold.

CERTIFICATION & AGREEMENT

**This statement must be signed.
Please read the following statement carefully before signing.**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at a hiring decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Spokane Valley Fire Department.

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

Signature of Applicant

Date

Printed Name of Applicant

**SPOKANE VALLEY FIRE DEPARTMENT
APPLICATION FOR VETERAN'S PREFERENCE**

RCW 41.04.010, as amended by House Bill 1065, provides for a veteran's preference to be added to the final passing score on written examinations for certain veterans in the recruitment and selection process. Additionally, RCW 73.16.010 provides for a preference in hiring for certain veterans and their widows or widowers. If you believe you are eligible to be considered for preference under either RCW, you need to complete and submit this questionnaire.

PLEASE READ THE ELIGIBILITY REQUIREMENTS CAREFULLY. Applicants claiming veteran's preference eligibility will be required to provide documents to verify eligibility such as a DD214 or other appropriate service discharge record.

1) VETERAN'S STATUS:

- A. I have served on active military duty, as a member in a branch of the armed forces of the United States or as a member of the women's air forces service pilots, during a period of war or in an armed conflict, as defined in RCW 41.04.005: WWI, WWII, the Korean Conflict, Vietnam Era (2/28/61 – 5/7/75 if served in the Republic of Vietnam; 8/5/64 – 5/7/75 if served elsewhere); Crisis in Lebanon, Invasion of Granada, Operation Just Cause (Panama); Operation Restore Hope (Somalia); Operation Uphold Democracy (Haiti); Operation Joint Endeavor (Bosnia); Operation Noble Eagle; Operation Desert Storm; Operation Enduring Freedom; Operation Iraqi Freedom.
- B. I have served on active military duty, as a member in a branch of the armed forces of the United States or as a member of the women's air forces service pilots, but **not** during a period of war as defined in RCW 41.04.005.
- C. I am a veteran of any war of the United States, or of any military campaign for which a campaign ribbon has been awarded.
- D. I am a widow or widower of a veteran qualifying under item 1C (listed above).

2) DISCHARGE STATUS:

- A. I have/will receive an honorable discharge.
- B. I have/will receive a discharge for physical reasons with an honorable record.
- C. My spouse received an honorable discharge or discharge for physical reasons with an honorable record.

3) RECEIPT OF VETERAN'S BENEFITS:

- A. I am not receiving any veteran's retirement payments.
- B. I am receiving veteran's retirement payments.

4) RECEIPT OF VETERAN'S PREFERENCE IN APPOINTMENT:

- A. I have never been granted veteran's preference to obtain an appointment to a position with the State of Washington or a political subdivision or municipal corporation.
- B. I have previously been granted veteran's preference and obtained an appointment to a position with Spokane Valley Fire and was afterward called or recalled to active military service for a minimum of one year during a period of war, and I am now seeking a promotion with Spokane Valley Fire.

I understand that if any of the above statements are demonstrated to be false, I will be disqualified from employment with Spokane Valley Fire. I also understand that if employed, any misrepresentation of facts regarding my receiving veteran's preference is sufficient cause for dismissal.

Print Name

Position Applied For

Signature

Date

Veteran's Preference Approved: Yes No Preference Points Available To Be Granted: 5% 10%
Eligible for preference under RCW 73.16.010 only (no written exam administered)

Spokane Valley Fire Department

Job Description

Fire Protection Engineer - In Training

Created 6-2014
Revised 9/4/2019

Nature of Work

Under supervision provided by the Fire Protection Engineer (FPE), the Fire Protection Engineer - In Training will manage the High Hazard (H Occupancy) Inspection program that focuses on hazardous materials, fire code compliance, and other industrial process issues; and will further conduct inspections pertaining to the same. The Fire Protection Engineer - In Training will also manage the water resources function of the Fire Department and work with the numerous independent water purveyors in an effort to increase the overall service to the public.

Additional duties will include assisting the FPE with performing specialized professional plan examination work in connection with reviewing plans and specifications of proposed buildings and structures; site development for conformance with building and fire codes and accepted engineering practices; and fire code permit inspections. Duties require analyzing facts to determine the proper course of action. Work may occasionally be sedentary in nature requiring sustained periods of concentration; but may also require frequent outside contacts of a policy and enforcement nature requiring a high degree of tact, judgment, and technical competence performed under varying weather conditions.

Examples of duties and expectations (to include but not limited to):

- ◆ Performs all duties associated with the hazardous materials inspection program, including enforcing filing of hazardous materials inventories and permit applications; and performing plan check review, risk assessments and field inspections; investigate complaints and prepares detailed professional reports.
- ◆ Conducts special, complex, or difficult inspections and investigations to ensure compliance with ordinances, laws, and regulations governing the storage, handling and use of hazardous materials.
- ◆ Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.
- ◆ Manages the water resources functions of the fire department, which includes conducting fire hydrant testing and the assigning of testing work to fire crews and Assistant Fire Marshals; and acts as the liaison for the fire department to the numerous water purveyors within the jurisdiction.
- ◆ Conducts investigations, inspections, enforcement actions, and reviews. Identifies, resolves, and manages the most complex violations, compliance requirements, and issues through resolution.
- ◆ Performs engineering calculations and evaluates layout and design proposals to ensure compliance with established policies, standards, procedures, and codes.
- ◆ Participates in the issuance of building permits and authorizes the issuance of fire department permits.

Spokane Valley Fire Department

Job Description

Fire Protection Engineer - In Training

- ◆ Consults with, and provides counsel and advice to architects, engineers, developers, property owners, and contractors regarding interpretation and conformity with codes and regulations.
- ◆ Conducts complex research related to ongoing work and special projects, producing reports and recommendations.
- ◆ Advises and assists private and public organizations for the purpose of safeguarding life and property against fire, explosion, and related hazards.
- ◆ Inspects business occupancies handling, storing or using hazardous materials to review and verify business emergency plans and chemical inventories, proper storage practices including secondary containment of storage areas/containers, and hazard communication labels and materials safety data sheets.
- ◆ Evaluates and analyzes building plans, structures and systems to insure adequate fire protection and conformance with the International Fire Code. Inspects final construction and installation to determine whether fire protection equipment is properly designed and installed.
- ◆ May participate in local, state, and national code development processes; and may review research studies and witness tests of fire safety of materials and devices.
- ◆ Properly and safely drives and operates a motor vehicle; may use drafting equipment, CAD, and fire modeling software.
- ◆ Performs related duties and responsibilities as required.
- ◆ Has responsibility for interpreting ordinances and codes as set forth by departmental policy and other regulations.

Supervision:

Works under the direct supervision of the Fire Protection Engineer and under the general supervision of the Fire Marshal.

Required occupational qualifications:

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them:

- ◆ Must have proof of eligibility for employment in the United States.
- ◆ Must be 18 years of age prior to the closing of applications.
- ◆ Must have a high school diploma or equivalent.
- ◆ Must have a valid state driver's license.
- ◆ Must be able to communicate the English language clearly and concisely, both orally and in writing.
- ◆ Must be a non-user of any tobacco products, including vaping.

Spokane Valley Fire Department

Job Description

Fire Protection Engineer - In Training

Educational Requirements:

- ◆ A minimum of a BA/BS degree in engineering/technology (fire science, civil, mechanical, environmental, chemical, etc.), fire protection engineering technology, mechanical engineering technology, chemistry, or related field from an accredited college or university is required.

Requirements of work:

- ◆ Ability to review, inspect, and interpret hazardous materials and specifications; and evaluate findings and make recommendations for the elimination or mitigation of hazardous conditions.
- ◆ Ability to apply practical knowledge and experience in order to resolve problems and conflicts related to assigned projects.
- ◆ Ability to establish and maintain effective public and working relations.
- ◆ Skill in making and constructively criticizing difficult engineering computations, estimates, plans, designs, specifications, and codes.

Supplementary Skills / Certifications (recommended):

- ◆ Knowledge of hazardous materials management engineering principles, practices, and administrative procedures; hazardous materials management facilities design and construction.
- ◆ Must hold Engineer in Training certificate issued by a State Board.
- ◆ Knowledge of modern construction methods and materials as applied to building construction, including the principles, techniques, and design of fixed fire protection and life safety systems.
- ◆ International Code Council (ICC) certifications in the categories of Fire, Code Enforcement, Commercial Inspector, or Plans Examiner.

Physical Requirements:

- ◆ Ability to see, with or without corrective lenses, well enough to read fine print.
- ◆ Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.
- ◆ Ability to climb one flight of stairs.
- ◆ Enough body mobility to walk and stoop.
- ◆ Enough manual dexterity to write and use a computer keyboard.
- ◆ Enough strength to lift and carry 10 lb. boxes of paper.
- ◆ Enough stamina to perform duties for up to four hours at a time with only one 15-minute break.

Adopted by the Board of Fire Commissioners on SEPT 9, 2019.

Commission Chairman 
