



## Monclova Township Fire / Rescue Department

# Job Posting

## Fire Safety Inspector

The Monclova Township Fire / Rescue Department is currently accepting applications for the position of Fire Safety Inspector. This position reports to the Fire Chief and works closely with business, industry, and private residents for the purposes of conducting fire safety inspections in accordance with Ohio Fire Code, applicable standards, state laws, and township regulations. The position maintains a coordinated process for inspection/re-inspection activities, permit reviews, and plans reviews. The position requires administrative and field work inspecting and supervising enforcement of applicable fire and safety codes, conducting plan reviews for code compliance. This person works closely with others in developing and delivering fire prevention and safety education to the public and to the business community. This position may also assist with conducting and thoroughly documenting origin and cause investigations. This position serves as a fire inspector, public educator, and fire investigator. All job tasks must be completed in a timely and accurate manner. For a full list of responsibilities and requirements, please see the job/position description.

**Work Schedule:** 8:00 am to 4:00 pm, Monday through Friday and may be adjusted to meet the operational needs of the department / fire prevention bureau.

**Position Type:** Permanent, fulltime.

**Status:** This is an hourly, nonexempt position.

**Hourly Rate:** \$30.00 to \$33.00, depending on qualifications.

**Benefits:** Paid Time Off including sick leave, vacation, personal time, and holidays, Police and Fire Pension, Medical, Dental, Vision, Rx Plan, Life Insurance, and optional Ohio Deferred Compensation.

**Desired Qualifications (Have or obtain):**

- |  |   |
|--|---|
| (1) State of Ohio Level II Firefighter                                 | (5) AHA Instructor – CPR; First Aid, AED          |
| (2) State of Ohio EMT Certification                                    | (6) Basic Fire Investigation Training             |
| (3) State of Ohio Fire Inspector Certification                         | (7) Hazardous Materials Operations                |
| (4) State of Ohio Fire and Emergency Services Instructor Certification | (8) Associate's Degree in related field preferred |

**Posting Start Date:** June 13, 2025

**Posting End Date:** Till Position Filled

**Application Period for first round of hiring will close at 4:00 PM on Friday, June 27, 2025.**

Job Posting and Position Description are available in person or can be found on the Fire Department webpage at <https://www.monclovatwp.org/employment/>. Applicants should submit their completed application, resume, and cover letter in person or via email at:

**In Person At:**  
Fire Department Offices  
4395 Albon Road  
Monclova, Ohio 43542

**Email:**  
[recruiting@monclovatwp.org](mailto:recruiting@monclovatwp.org)

## POSITION DESCRIPTION

|                       |                              |                    |                        |
|-----------------------|------------------------------|--------------------|------------------------|
| <b>POSITION:</b>      | <b>FIRE SAFETY INSPECTOR</b> |                    |                        |
| <b>DEPARTMENT:</b>    | Fire Department              | <b>REPORTS TO:</b> | Fire Chief             |
| <b>FLSA STATUS:</b>   | Non-Exempt                   | <b>SCHEDULE:</b>   | 40 hr. – 14 Day Period |
| <b>POSITION TYPE:</b> | Regular – Fulltime           | <b>RANK:</b>       | Firefighter            |

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### GENERAL DESCRIPTION

This is a public service position based on trust, credibility, and competence. It is a critical requirement of this position that the incumbent individual displays the desire and ability to perform duties adequately and make responsible decisions, on and off duty, in a manner that does not damage or endanger the loss of trust with the public, coworkers, and other public safety forces.

Under general supervision, this position will be performing inspections and re-inspections to ensure compliance with the Ohio Fire Code, Ohio Basic Building Codes, related regulations of the State of Ohio and Monclova Township, providing public education, public relations, record keeping, report writing, providing firefighting duties, basic life support services to ill or injured persons, in accordance with the policies and procedures of the department and medical protocols established by the department Medical Director. Firefighter / Emergency Medical Technicians (EMT), perform a wide variety of administrative and technical tasks and functions in support of fire suppression, prevention, hazardous materials, rescue, emergency medical and other emergency / non-emergency services, and other duties as required.

The Fire Safety Inspector will be expected to generally work an 8-hour day / 40-hour work week. On-duty hours will typically begin at 8:00 AM. However, this schedule can be adjusted by the Fire Chief to meet the operational needs of the Fire Prevention Bureau and the Fire Department.

### CERTIFICATION / LICENSURE REQUIREMENTS

The Fire Safety Inspector must have or obtain and maintain current:

- Valid driving privileges in the State of Ohio and remain insurable under the Township's vehicle insurance policy.
- State of Ohio Fire Safety Inspector Certification
- State of Ohio Firefighter II Certification
- State of Ohio Emergency Medical Technician (EMT) Certification
- Hazardous Materials Operations level
- Related certifications to include, CPR, etc. as required.
- State of Ohio Fire and Emergency Services Instructor
- American Heart Association (AHA) Instructor for CPR, First Aid, AED

### ESSENTIAL JOB DUTIES

#### Fire Safety Inspector

1. Interprets and enforces State of Ohio Fire Codes, State of Ohio Basic Building Code, related standards (NFPA), and related regulations from the State of Ohio and Monclova Township.

## POSITION DESCRIPTION

2. Conduct fire safety inspections, re-inspections, and hazard complaint inspections in new and existing commercial, retail, industrial, and multi-family occupancies to ensure the safety, health, and welfare of Monclova Township residents, workers and visitors to township businesses and industry.
3. Conducts final occupancy acceptance testing and inspections in conjunction with the county building department.
4. Discuss code violations with property owners, business owners, occupants, and/or complainants to develop plans for timely correction of violations
5. Prepares and maintains files, records, worksheets, reports, pictures, and correspondence to document inspection, testing, and related activities.
6. Reviews plans and specifications to verify permit applications, new construction, renovations, and installations to ensure compliance with applicable codes, standards, laws, and regulations.
7. Corresponds and discusses with architects, engineers, contractors, building officials, other inspectors and officials, and citizens as part of the plan and permit review process.
8. Develop and conduct education and efforts with building/business owners and occupants to improve fire and life safety conditions and to assist with establish fire, medical, and safety training.
9. Coordinate, as needed, with other building and fire inspectors, officials, and agencies to perform inspection related activities.
10. Attend meetings with neighborhood and township businesses and groups to answer questions about fire and life safety programs.
11. Conduct research to identify applicable codes and standards for fire and/or life safety issues.
12. Assist with investigation and documentation of fire cause and origin
13. Testifies in court and before the Fire Prevention Board of Appeals or Building Board of Appeals concerning code violations.
14. Submits monthly reports to the Fire Chief detailing inspection, education, and investigation activities.

### **Firefighter**

1. Respond to emergency and non-emergency incidents including but not limited to fires, commercial fire alarms, hazardous materials and other responses as requested or directed.
2. Performs thorough daily inspection of the apparatus and equipment as assigned. Notifies the supervisor of any condition requiring repair or maintenance; ensures that the inventory of supplies and equipment is complete; completes appropriate records of daily inspections.
3. Drive and operate fire department vehicles including engines, aerial ladder trucks, ambulances, watercraft, and utility vehicles.
4. Lays hose lines, operates nozzles, pumps, and hydrants; utilizes fire extinguishers and performs other actions to suppress fire; operates hydraulic, pneumatic, manual, and power tools.
5. Selects, positions and climbs ground and aerial ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
6. Perform salvage operation and post fire operations; uses salvage covers, floor runners and other related equipment to reduce property damage from heat, smoke, fire gases and water.
7. Participates in fire and life safety inspections of commercial and residential properties in accordance with training and certification; Provide fire safety education to public opportunities; checks operating condition of hydrants as necessary.

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8. Maintain effective working relationships with other governmental agencies.

### **Emergency Medical Technician (EMT)**

1. Respond to scenes of accidents or acute illness as dispatched on an emergency or non-emergency basis.
2. Perform basic diagnostic and medical procedures including but not limited to vital signs, AED use and defibrillation, cardiopulmonary resuscitation, airway management, and administration of patient assisted or approved BLS medications.
3. Perform daily medication and medical equipment checks to ensure proper control, inventory levels and accountability.
4. Accurately compile patient history and events of medical / trauma conditions and complete written and verbal reports on patient care to hospital emergency departments.
5. Transfer, lift and move patients while employing appropriate safety and lifting techniques.

### **Training**

1. Complete continuing education classes as required to maintain certifications and licensures.
2. Participate in and conduct training classes as appropriate or directed.

### **General**

1. Cleans and performs general maintenance of fire station, fire department vehicles and equipment.
2. Participates in public education programs in schools, civic groups and other locations as requested.
3. Utilize computers and computer programs for patient care documentation, records keeping, pre-incident planning and other job-related functions.
4. Wearing of personal protective equipment while working in extremely hot or cold environments for prolonged time periods. Personal protective equipment included but is not limited to, protective firefighting ensemble, self-contained breathing apparatus, air purifying respirator, and HEPA filter masks.
5. Maintain all supplies and equipment with the established inventory guidelines.
6. Assist in department administrative activities as assigned.
7. Attend and participate in internal meetings as appropriate or required.
8. All other duties as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **General**

1. Possess excellent customer relation skills and maintain a high level of self-discipline when dealing with upset individuals
2. Ability to read and write in the English language
3. Ability to add, subtract, multiply, divide and calculate dosages
4. Ability to communicate effectively in person, in writing, and over the telephone and radios
5. Ability to establish and maintain effective interpersonal relationships with coworkers and community members
6. Ability to accurately input data into a computer system
7. Ability to utilize existing and learn new software programs

## POSITION DESCRIPTION

8. Ability to multitask and exercise sound judgement to complete job tasks as assigned
9. Ability to maintain confidentiality
10. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
11. Ability to interpret data
12. Ability to study manual work processes to determine the most effective methods to complete essential tasks
13. Must have a valid driver's license
14. Ability to pass a background check
15. Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering the larger organization or team goals rather than individual concerns. This includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
16. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - a. Operating assigned equipment including motor vehicles
  - b. Running, walking, standing, bending, crouching, crawling, or sitting for extended periods of time.
  - c. Lifting, carrying, and/or moving equipment and/or objects weighing 50 to 100 pounds, and injured/deceased persons.
  - d. Move objects between 20-50 pounds short distances.
  - e. Pushing / pulling various objects weighing up to 40 pounds or more such as pulling hose from apparatus, pulling ceiling.
  - f. Climbing stairs and ladders
  - g. Participate in fire suppression and emergency medical activities including the performance of life saving and rescue procedures.

## WORKING CONDITIONS

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during the day and night shifts. Work is often performed in emergencies and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## POSITION DESCRIPTION

### **DISCLAIMER**

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The above statements are intended to describe the general nature and level of work being performed by the personnel assigned to this classification. These are not to be construed as an exhaustive list of all responsibilities, duties and skill required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.



# APPLICATION FOR EMPLOYMENT

## PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

### PERSONAL INFORMATION

DATE \_\_\_\_\_

|                        |             |                     |          |
|------------------------|-------------|---------------------|----------|
| NAME (LAST NAME FIRST) |             | SOCIAL SECURITY NO. |          |
| PRESENT ADDRESS        | CITY        | STATE               | ZIP CODE |
| PERMANENT ADDRESS      | CITY        | STATE               | ZIP CODE |
| PHONE NO.<br>(      )  | REFERRED BY |                     |          |

### EMPLOYMENT DESIRED

|   |  |  |
|---|--|--|
| POSITION  | DATE YOU CAN START   | SALARY DESIRED   |
| ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO                | IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO | ARE YOU LEGALLY AUTHORIZED TO WORK IN THE US? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO | WHERE?   | WHEN?  |

### EDUCATION HISTORY

|  | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
|--|---------------------------|----------------|-------------------|------------------|
| HIGH SCHOOL                              |                           |                |                   |                  |
| COLLEGE                                  |                           |                |                   |                  |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL |                           |                |                   |                  |

### GENERAL INFORMATION

|   |      |
|---|------|
| SUBJECTS OF SPECIAL STUDY/RESEARCH WORK |      |
| SPECIAL TRAINING                        |      |
| SPECIAL SKILLS                          |      |
| U.S. MILITARY OR NAVAL SERVICE          | RANK |

### FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

| DATE<br>MONTH AND YEAR | NAME & ADDRESS OF EMPLOYER | SALARY | POSITION | REASON FOR LEAVING |
|------------------------|----------------------------|--------|----------|--------------------|
| FROM                   |                            |        |          |                    |
| TO                     |                            |        |          |                    |
| FROM                   |                            |        |          |                    |
| TO                     |                            |        |          |                    |
| FROM                   |                            |        |          |                    |
| TO                     |                            |        |          |                    |
| FROM                   |                            |        |          |                    |
| TO                     |                            |        |          |                    |



**REFERENCES** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

| NAME | ADDRESS | BUSINESS | YEARS KNOWN |
|------|---------|----------|-------------|
|      |         |          |             |
|      |         |          |             |
|      |         |          |             |

**AUTHORIZATION**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**REMARKS**

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|             |           |           |             |              |
|-------------|-----------|-----------|-------------|--------------|
| NEATNESS    |           | CHARACTER |             |              |
| PERSONALITY |           | ABILITY   |             |              |
| HIRED       | FOR DEPT. | POSITION  | WILL REPORT | SALARY WAGES |

APPROVED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER