

WHITE RIVER TOWNSHIP FIRE PROTECTION DISTRICT
Minimum Qualifications for Deputy Fire Marshal

The White River Township Fire Protection District is seeking applications for the full-time position of Deputy Fire Marshal. Applicants for this position with the White River Township Fire Department (the “Department”) must be at least twenty-one (21) years of age at the time of appointment to the Department. Applicants must be a citizen of the United States and must provide satisfactory proof of the date and place of their birth. Applicants must have a high school diploma or its equivalent at the time of application and must also have a valid Indiana driver’s license. Applicants must also be able to effectively and accurately communicate and understand the English language. Applicants must have no prior felony convictions.

In addition to the general requirements set forth above, applicants for the position of Deputy Fire Marshal must meet the following specific requirements at the time of application:

- Fire Inspector I & II or equivalent
- Fire Investigator I or equivalent
- Minimum 5 years experience in fire prevention, fire investigation, life safety education, and/or code compliance (credit may be given for an Associate or Bachelor degree)
- May hold the rank of permanent Lieutenant or Captain by completing the promotion process or being granted permanent rank by the Safety Board based on previous experience

In addition, applicants must be able to demonstrate the skills, experience and characteristics necessary to complete the job responsibilities and requirements as outlined in the job description included in the application packet.

Preferred qualifications for this position include:

- Associate or Bachelor degree in a related field
- CFI or CFEI
- Certified Fire Plans Examiner or equivalent
- Preferred experience should include 2 years in the fire service or working with fire officials and 2 years of experience as a fire inspector, fire investigator, public educator, building official, or similar function—showing a progression in the field of fire prevention and/or life safety
- Working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software

Applicants for the selection process are required to provide or assist and cooperate with the Department in obtaining the following personal history information:

Birth Records	Educational Records
Residence Checks	Criminal Histories
Reference Checks	Driving Records
Credit Checks	Employment Records

Failure to cooperate with the Department at any time during the selection process will be considered cause for disqualification, including, but not limited to an Applicant's failure and/or refusal to provide requested information. If it is found that any requested information has been falsified in any way, the applicant will be eliminated from further consideration, or if already employed, such falsification will be grounds for immediate termination of employment. Final candidate selection will be based on all information collected during the application process, including but not limited to the candidate's motivation, initiative, history of job success and adaptability, and ability to assess and evaluate fire code issues.

The District reserves the right to determine in its sole discretion whether applicants have met minimum eligibility requirements.

Applicants selected for employment must, prior to employment, successfully pass a Baseline Statewide Physical and Mental Examination performed by a physician and psychologist designated by the Department, and/or such other physical and psychological standards as may be determined necessary by the District based on the job responsibilities and requirements and/or any benefits requirements, including, but not limited to whether or not the Applicant will be a member of the 1977 Police Officers' and Firefighters' Pension and Disability Fund. The physical and psychological testing and evaluation required is hereinafter referred to as the ("Evaluation"). This Evaluation also includes a complete drug screen to identify potential abuse of mind-altering substances.

If any of the Evaluation results are unfavorable, the applicant will be immediately eliminated from the selection process. The Department shall absorb the total expense of the Evaluation ONLY for those individuals ultimately appointed to the Department. Individuals eliminated due to failure of the Evaluation must reimburse the Department one-half (1/2) of the expense of such examinations. The applicant's signature on the Application signifies acceptance of this term.