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## Important Recruitment Information for this vacancy

- **Job Posting closes:** Open Until Filled

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## Agency Information:

### Office of the State Fire Marshal

<https://firemarshal.ks.gov/>

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## About the Position: Fire Prevention Inspector/Enforcement 200262

- **Who can apply:** Anyone
- **Classified/Unclassified Service:** Unclassified
- **Full-Time/Part-Time:** Full-Time
- **Regular/Temporary:** Regular
- **Work Schedule:** Days
- **Eligible to Receive Benefits:** Yes
- **Veterans' Preference Eligible:** Yes

## Compensation:

**Hourly Rate:** \$19.16

**Annual Salary:** \$39,852.80

*\* Salary can vary depending upon education, experience, or qualifications.*

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## Employment Benefits

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

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## Position Summary & Responsibilities

### Position Summary:

This individual conducts fire and life safety inspections of facilities under the jurisdiction of the Kansas Fire Prevention code as well as enforcement code review for fire safety surveys of specific occupancy type programs that are statutorily authorized for inspection and compliance by the Office of the State Fire Marshal. Work is technical in nature and requires meticulous attention to detail with an understanding of the agency enforcement process, including code deficiencies, acceptable and applicable remedies and applicable timelines for corrective action. Work requires knowledge of the agency inspection

protocols, adopted codes and standards, applicable state and federal requirements. Work requires good written and oral skills, proper grammar and English usage, and the ability to draft correspondence addressing multiple issues often of a complex nature. Work requires the ability to set priorities and track multiple facilities in various stages of the inspection process.

Some travel is required.

**Job Responsibilities may include but are not limited to the following:**

**Enforcement Activity:**

- Includes handling inspection reports from field inspectors for state statutory and federally funded facilities for compliance by the Office of the State Fire Marshal. Within the structure of the Kansas Fire Prevention Code this individual works with facility owners/operators and inspectors to assure the proper codes are being used for compliance.
- Must ensure that all deficiencies are appropriately addressed in a facility plan of correction (POC) with proper corrective action(s) identified within acceptable timelines. This position may review documentation submitted to verify or illustrate a situation/issue, recommend an independent evaluation, evaluate compensatory measures and handle other complex technical issues.
- This position negotiates an acceptable plan of correction with a facility that provides occupants with the necessary fire/life safety safeguards.
- Executes and tracks Federal protocol for Life Safety Code certification survey from the Centers for Medicare/Medicaid Services.
- Maintains files for active enforcement, provides general file maintenance on facilities files for documentation.

**Technical Review:**

- Includes receiving inspection reports from field inspectors, evaluating cited deficiencies and working with field inspectors to understand and/or clarify specific information so they comprehend the nature of the situations/issues involved and can work with the facility on the appropriate corrective action.
- Efforts are dedicated to those occupancies that house people at greatest jeopardy and to those situations/issues that pose the greatest risk to

occupants and could impede their ability to evacuate a building in the event of an emergency.

- Work requires extensive technical knowledge of adopted codes and standards, an understanding of the nature of the deficiency and appropriate timelines for corrective action as well as any applicable licensing or certification requirements.

### **Facility Inspections:**

- Conducts fire and life safety inspections of facilities under the jurisdiction of the Kansas Fire Prevention Code. Inspection work is governed by Division Directives which address inspection preparation, types of inspections, inspection protocol, interpretive guidelines, local agency liaison and limits of authority. Work is assigned by the Topeka office and by inspection initiative.
- The inspector may periodically be assigned to an inspection team conducting inspections at large facilities. Most inspections are routine in nature; however, special inspections are periodically conducted to support ongoing enforcement activities or investigate complaints.
- The inspector utilizes independent judgment in evaluating the facility; however, the judgment is guided by Division Directives.
- The inspector completes documentation substantiating inspection findings. The Kansas Inspection Data System (KIDS) generates most of the necessary inspection paperwork.
- The inspector updates KIDS information.
- At the close of the inspection, the inspector provides violation specific citations from a variety of statutory, regulatory or technical code standard sources in accordance with Division Directives. These citations and conclusions provide the bases for enforcement follow-up.

### **Compliance Checks:**

- Includes conducting fire/life safety field inspections for facilities that are in the enforcement process. The State Fire Marshal's Fire Prevention Division directives govern field inspections. Directives address type of inspections, inspection protocols, inspection report preparation, interpretative guidelines, local agency contact, limits of authority and other important

criteria.

- The inspector assist local authorities in fire prevention matters through participation in statewide fire safety organizations and by routinely providing inspection assistance and liaison to individual local fire departments.
  - The inspector provides liaison to local fire prevention officials on agency policy, inspection techniques and judgment.
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## **Qualifications**

### **Education:**

- College courses in fire science may be substituted for the required experience at the rate of two semester hours for one month of experience.

### **Licensing & Certification:**

- Valid Kansas Driver's License
- Certified Fire Inspector 1 or be enrolled in the Fire Inspector 1 certification program and obtain the necessary certification within one year of hire date.

### **Minimum Qualifications:**

- Must have exceptional skills in oral and written communication.
- Must have computer skills.

### **Preferred Qualifications:**

- Must have knowledge of the Kansas Fire Prevention Code and the 2000 national Fire Life Safety code.
  - Must have extensive field, code and mechanical aptitude background.
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## Recruiter Contact Information

- **Name:** Stacie Creech
  - **Email:** [stacie.creech@ks.gov](mailto:stacie.creech@ks.gov)
  - **Phone:** 785-296-0654
  - **Mailing Address:** 800 SW Jackson, Suite 104, Topeka, Kansas 66612
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## Job Application Process

- First **Sign in** or register as a **New User**.
- **Complete or update your contact information** on the Careers> My Contact Information page. \*This information is included on all your job applications.
- **Upload required documents** listed below for the Careers> My Job Applications page. \*This information is included on all your job applications.
- Start your **draft job application**, upload other required documents, and **Submit** when it is complete.
  - Manage your draft and submitted applications on the Careers> My Job Applications page.
- **Check your email** and **My Job Notifications** for written communications from the Recruiter.
  - Email – sent to the Preferred email on the My Contact Information page
  - Notifications – view the Careers> My Job Notifications page

**Helpful Resources at [jobs.ks.gov](https://jobs.ks.gov):** “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

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## Required Documents for this Application to be Complete

## Upload these on the Careers - My Job Applications page

- Tax Clearance Certificate
- Transcripts
- DD214 (if you are claiming Veteran's Preference)

## Upload these on the Attachments step in your Job Application

- Cover Letter
- Resume

**Helpful Resources at [jobs.ks.gov](https://jobs.ks.gov):** *"How, What, & Where do I Upload Documents" and "Save Tax Clearance Certificate as a PDF"*

**Kansas Tax Clearance Certificate Required:** Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

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## How to Claim Veterans Preference

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

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## **Equal Employment Opportunity**

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.