



ESTACADA FIRE DISTRICT



INVITES QUALIFIED ENTRY-LEVEL AND LATERAL CANDIDATES TO
APPLY FOR:

PART-TIME FIRE INSPECTOR

Inspector Wage: \$31.05/hour

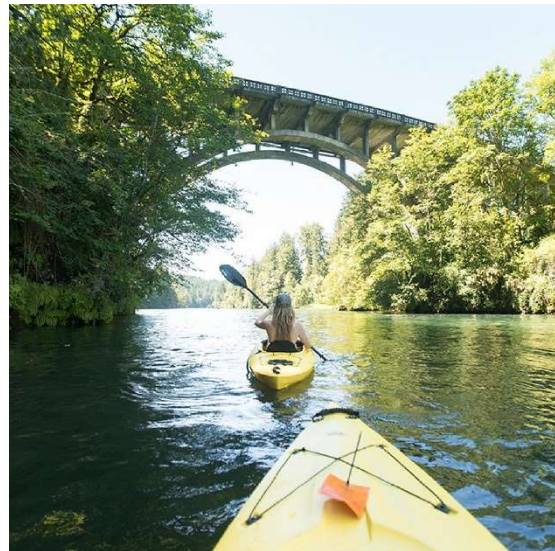
Monthly Pay: \$3229.20

Yearly Pay: \$37,750.40



The Community

Located on the Clackamas River is the City of Estacada. Estacada sits on Highway 224 30 miles southeast of Portland, OR. Estacada proudly stands today as a rural community with close access to big-city amenities. With Mt. Hood National Forest in the background, Estacada is a great place to live, work and play.



Outdoor enthusiasts know the area for its seven campgrounds along the Clackamas River and quick access to boating, rafting, fishing, and biking trails. In addition, Estacada showcases several festivals, celebrations, and runs throughout the year which are a source of community pride. Estacada is home to two elementary schools, a middle school, and a high school. These, along with numerous city parks, provide a place for children to participate in inter-mural sports activities. The City of Estacada itself has grown exponentially over the past several years with no foreseeable end. Several hundred new homes along with new commercial businesses and industrial park, multi-family housing complexes, and retail stores are all being added daily. Our unique geographical response area not only presents for beautiful sightseeing and living but also creates unique challenges and opportunities for our crews to continuously evolve their firefighting, EMS and rescue skills.





The Department

The Estacada Fire District has made a priority of putting our people first with a retention focused mentality. We are extremely proud of our organizations healthy culture and defend it by doing the right things that support this environment.

- The district provides services to the City of Estacada as well as fire and medical service to areas of George, Springwater, Dodge, Tumala, and Viola.
- The District encompasses an area of 88 square miles.
- In addition to being a full-service emergency provider, the department provides several proactive services including fire and safety inspections, emergency planning (disaster), consultative services and educational programs for the public and business community.
- The Estacada Fire District is staffed by 13 career personnel, 45 volunteer fire fighters, and 6 intern firefighters who work directly with career staff and manage approximately 1700 calls per year.
- Estacada Fire District places a heavy emphasis on training. We do this by setting high expectations and provide both internal and external training opportunities.



The Position

The Part-Time Fire Investigator supports the District's Fire Marshal/Fire Prevention functions by conducting origin and cause investigations, assisting with fire/code inspections and code enforcement activities as assigned, public education, supporting plan review / fire-life-safety coordination, issue on-site burning permits, conducting wildfire home hazard assessments, and maintaining excellent customer service while building public trust. This role requires independent work under general direction and close coordination with suppression personnel, law enforcement partners, and other agencies.

ESSENTIAL FUNCTIONS:

- Respond to fire incidents (including after-hours) to conduct origin and cause investigations, preserve scene integrity, document findings, and complete investigative reports.
- Perform inspections and code enforcement of existing occupancies (as assigned), communicate findings, develop corrective action plans, and conduct re-inspections to verify corrections.



- Support fire and life-safety plan review / construction coordination and witness/participate in acceptance testing when assigned.
- Maintain accurate records, schedules, and professional correspondence using electronic reporting systems and standard office software.
- Promote strong public relations and communicate effectively with internal staff, elected/appointed officials, contractors, business owners, and community members.
- Assist with or deliver fire and life-safety education and prevention programming as assigned.
- Attend conferences and applicable training.

WORK ENVIRONMENT

This is a part-time, variable schedule position that may include after-hours callouts and response as an on-call investigator. Work includes time in office and in the field (often in dynamic, high-consequence environments), working with both career and volunteer staff, maintaining composure, sound judgment, and professional documentation standards.

REQUIRED QUALIFICATIONS

- High School Diploma or GED (or equivalent).
- Valid driver's license and acceptable driving record; must be insurable by the District's insurance carrier.
- ICC Fire Inspector I and/or ICC Fire Inspector II (must provide proof with application).
- Ability to obtain/maintain Oregon Fire Inspector I recognition/competency requirements for fire inspection functions within 1 year.
- Ability to work independently, communicate clearly, write complete reports, and represent the District professionally.
- Must possess the training, physical condition, and ability to effectively perform the essential functions, and any marginal functions of the position as specified in the job description.
- Eligible to work in the United States of America at time of appointment.
- NFPA Fire Investigator certification (DPSST, IFSAC, or Pro-Board), and/or documented fire investigation training/experience or the ability to obtain within 1-year.

PREFERRED QUALIFICATIONS

- ICC Fire Plans Examiner (must provide proof with application).
- IAAI Certified Fire Investigator (CFI) and/or Fire Investigator Technician (FIT)



- Fire/life-safety education credentials (NFPA Public Fire & Life Safety Educator), Juvenile Firesetter Intervention, fireworks, hazardous materials-related specialty work
- NFPA Fire Instructor (I/II/III)
- NFPA Fire Inspector (I/II/III)
- Structural / Building / Specialty Code Certifications
- ICC Building Inspector (Residential and/or Commercial)
- ICC Building Plans Examiner / Building Code Specialist
- ICC Certified Building Official (CBO)
- ICC accessibility, property maintenance, or other construction-trades inspector certifications (mechanical/electrical/plumbing)
- NICET (fire protection-related) or other comparable technical credentials
- Associate's degree in related field

ADDITIONAL REQUIREMENTS

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or District vehicles on District business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for District business will be prohibited if the employee is not authorized to drive a District vehicle or if the employee does not have personal insurance coverage.
- Learn the geographical layout of the Estacada Rural Fire District, street names and service area.



The Process

- District application (or application method as posted)
- Resume and cover letter
- Copies of ICC Fire Inspector I/II and ICC Fire Plans Examiner certifications
- Copies of any additional certifications, training records, degrees, and specialty credentials you want considered
- Estacada Fire District will conduct a skills assessment center, oral board interview with the top ten (10) candidates. A review of applications will determine who will be invited to the assessment center. Assessment center dates are anticipated to occur the 1st week of January 2026. Candidates must receive a cumulative score of 70% in the assessment center to be considered for the next phase of the selection process. The assessment center timeline may change if the number of completed applications does not meet the minimum number required to proceed.
- The top candidates of the assessment center will be invited to a Fire Chiefs interview.
- Candidates who successfully complete all phases of the testing process will be placed on an eligibility list based on their final score from the process. Estacada Fire District will maintain an eligibility list for at least 12 months.
- A conditional job offer will be made to the candidate who has successfully completed all previously described components of the application and testing process.
- A final offer of employment will be made to the candidate who has successfully completed and passed all previously described components of the application and testing process, 3rd party background investigation, and NFPA 1582 medical physical.

December 3rd, 2025	Application period opens- 8AM
December 23rd, 2025	Application period closes- 5 PM Applications received after this time will NOT be accepted.
Week of Dec 29th, 2025	Candidates will be notified of their acceptance/rejection in the process no later than Jan 2nd, at 5PM.
Week of Jan 5th, 2025	Skills Assessment Center- 8AM
TBD	Fire Chief Interview

****Timeline may be subject to change****



Application Procedure

- Submission of a completed application packet on or before Dec 26, 2025, at 5PM must include the following:
 - High School Diploma or GED
 - Valid Driver's License
 - Proof of all required certifications, education, and license
 - Proof of all desired certifications, education, and license
- Veterans' preference will be accorded as provided by Oregon Revised Statute (ORS 408.230) and will receive 5 preference points.
- Estacada Volunteer Firefighter's with 2-years consecutive, uninterrupted service will receive 5 preference points.
- Candidates who fail to include any portion of the applications required documentation will be eliminated from the testing process.
- Faxed or emailed applications will be accepted.
- Advertising of the position will be for a minimum of two (2) weeks and may be extended if a minimum of three (3) applicants is not achieved at the conclusion of the advertisement period.
- Estacada Fire District is an equal employment opportunity employer and does not discriminate based on sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any state of Oregon protected classifications. Estacada Fire District does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment-based upon genetic information, pregnancy, childbirth, sexual orientation, and gender identity, or related medical conditions. Estacada Fire District will make reasonable accommodations for qualified employees with physical or mental disabilities and for employee's religious beliefs that conflict with a workplace rule or function. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent the performance of the essential job duties. For additional information, please visit <http://www.eeoc.gov/>.
- Estacada Fire District is a drug-free workplace.



For questions regarding the hiring process or questions
regarding the position please contact:
Admin Angel Todd 503-630-7712, atodd@estacadafire.org
DC Sarah Poet 971-219-7034, spoet@estacadafire.org



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