

FIRE INSPECTOR

PART-TIME

Pay Range: \$25.58 - \$42.64, DOQ

The City of Xenia Fire & EMS Division is seeking qualified applicants for a part-time (approximately 20 – 25 hours per week) Fire Inspector position. The Fire & EMS Division serves to protect life and property from loss due to fire, hazardous situations, emergency medical incidents, and other disasters.

Required Qualifications:

- High School diploma or equivalent;
- Ability to build relationships to achieve results-orientated teamwork and positive public interactions;
- Three years of experience in fire prevention and/or fire suppression;
- Must possess a valid State of Ohio driver's license;
- Must possess Ohio Fire Inspector Certification;
- Associate's degree in Fire Science or related field preferred; and
- Arson Investigator and Level II Firefighter certifications are preferred.

Responsibilities (include but not limited to):

- Performs inspections of industrial plants, commercial establishments, and places of public assembly;
- Determines compliance with applicable codes and ordinances, writes reports, and generates necessary correspondence to obtain code compliance and issues permits;
- Reviews plans for new building construction and confers with other City departments to determine compliance with fire and life safety requirements and make necessary contacts with developers, property owners, architects, engineers and contractors; follows through with related field inspections and tests; and
- Plans, prepares and conducts public relations events such as demonstrations, presentations and training for community groups, schools, other organizations and community events.

Application Process:

Please send résumé and cover letter to the City of Xenia, Administrative Services Department, via e-mail to jobs@cityofxenia.org no later than **Friday, August 28, 2026**.

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