



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-017

February 9, 2024

TO: All Personnel

FROM: HR Analyst Cardenas

SUBJECT: Job Announcement – Fire Prevention Specialist

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UFA and the Fire Prevention Division are recruiting for a Fire Prevention Specialist. This recruitment is open internally to interested Firefighters, Firefighter Specialists, or Paramedic Specialists. If a currently promoted Firefighter Specialist or Paramedic Specialist is selected for this position, the resulting action will be a transfer. If a Firefighter is selected, the resulting action will be a Firefighter paid as a Firefighter Specialist or a Paramedic Specialist on the Firefighter pay plan, while they occupy the position of Fire Prevention Specialist.

The Fire Prevention Specialist is responsible for a major portion of the fire prevention, education, and fire inspection activities of UFA's Fire Prevention Division. Individuals in this position may be assigned to UFA member cities and are viewed as the "Fire Marshal" for each municipality. The Fire Prevention Specialist acts as the final authority on construction and technical fire code-related issues to ensure the community's safety.

The Fire Prevention Specialist will be eligible for a Career Ladder to Specialist III when all requirements are met as outlined in the "Minimum Requirements for Specialist III" section in the job description.

If you meet the minimum requirements outlined in the attached job description and are interested in participating in this process, please submit a letter of interest and resume using the following link: <https://unifiedfire.applicantpro.com/internaljobs> by 5:00 p.m. Friday, February 23, 2024.

At the close of the recruitment, letters of interest and resumes will be forwarded to Fire Marshal Brad Larson, who will review them. Candidates will then be selected to move on to the next step, including a structured interview process involving internal and external evaluators.

If you have any questions about the process, please contact me at [scardenas@unifiedfire.org](mailto:scardenas@unifiedfire.org) or (801) 743-7231. If you have further questions about the position, please contact Fire Marshal Larson at [blarson@unifiedfire.org](mailto:blarson@unifiedfire.org) or (801) 743-7227.

Good luck to all who are planning to participate.