



MONUMENT FIRE DISTRICT

Job Announcement



COMMUNITY RISK REDUCTION-DEPUTY FIRE MARSHAL

POSITION TITLE: **Community Risk Reduction Deputy Fire Marshal**
AGENCY DIVISION: **Administration/Sworn**
PAYGRADE: **Full Time (\$115,663-\$130,105)**
FLSA STATUS: **Non-Exempt**
HOURS: **40 Hours/Week**
EMPLOYMENT STATUS: **At-Will**
REPORTS TO: **Division Chief of Community Risk Reduction**

The Monument Fire District seeks applicants for **Community Risk Reduction-Deputy Fire Marshal**. This position is “at-will,” meaning the District or the employee may terminate the employment relationship at any time and for any reason. A successful application submission is not a binding contract or employment agreement. Further testing may be required for employment consideration with Monument Fire District.

Benefits:

- Health Insurance (5% Employee/95% Employer Contribution)
- 3% 457 Employer Match
- 100% Dental for employees
- Paid time off (CTO, Sick, Holiday)
- Fire Police Pension Association (FPPA)
- \$50,000 Accidental Death and Dismemberment Insurance
- Supplemental Insurance
- Tuition Reimbursement
- Peer Support
- Physical Fitness Program

Mandatory qualifications:

- Valid Colorado Driver’s License.
- Five (5) years of experience in fire prevention, fire inspection, or fire investigation, including plan review and new construction inspections.
- Valid Colorado driver’s license
- ICS-200
- NIMS-700
- CPR/AED certification
- CO DFPC Fire Inspector III (Plans Examiner) or equivalent required
- ICC Inspector II/ CO DFPC Fire Inspector II
- Fire Investigation Technician certification within 12 months



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Applicants will be required to take the following examinations and interviews:

- Application/Resume Review
- Oral Board Interview
- Physical Exam
- Background Investigation

Application Process:

- Download and complete the online application found at www.monumentfire.org/hiring
- Email or all required documents (see checklist) to:
 - Jen Martin @ jmartin@monumentfire.org
- Application and required documents must be received by Monument Fire District **no later than December 19, 2025, 4:00 p.m. (MST)**

These dates are tentative and will be confirmed after the closing date of the application period:

- Oral Boards: Week of January 9th
- Background Investigation: Week of January 12th
- Psychological Evaluation: Week of January 12th
- Functional Physical Exam: Week of January 12 or January 19th

Questions regarding the hiring process can be directed to Monument Fire District (719) 484-0911 or by email at jmartin@monumentfire.org



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Application Checklist

☐ COMPLETED APPLICATION

☐ COVER LETTER AND RESUME

☐ COPY of COLLEGE DIPLOMA

☐ COPY of HIGH SCHOOL DIPLOMA

If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.

☐ COPY of VALID DRIVER'S LICENSE (CO driver's license within three months of hire)

☐ COPY of BIRTH RECORD AS PROOF OF CITIZENSHIP

The following documents are accepted as proof of citizenship

- COPY of U.S. County/State-issued birth record
- COPY of a Valid U.S. Passport
- COPY of Naturalization Papers
- COPY of Social Security Card
- COPY of valid Permanent Resident Card (green card)

Hospital-issued birth certificates are not verifiable and cannot be accepted.

☐ COPY of ICS-200

☐ COPY of NIMS-700

☐ COPY of CPR/AED certification

☐ COPY of DFPC Fire Inspector III (Plans Examiner) or equivalent

☐ COPY of ICC Inspector II / CO DFPC Fire Inspector II

Please email the application and **all required documents** to Jen Martin @ jmartin@monumentfire.org by **December 19, 2025, AT 4:00 PM (MDT)**: