

July 21, 2026

## **POSITION VACANCY ANNOUNCEMENT**

### **Louisville Metro Civil Service Board (Referral Agency)**

|                      |                                   |
|----------------------|-----------------------------------|
| POSITION TITLE:      | FIRE PREVENTION INSPECTOR TRAINEE |
|                      | Class Code 067240                 |
| TYPE OF EXAMINATION: | OPEN/COMPETITIVE                  |
| POSITION LOCATION:   | Louisville Fire Department        |
| DATE & TIME OF EXAM: | TBD                               |
| POSITION SALARY:     | \$67,753.92                       |
| FILING DEADLINE:     | August 4, 2026                    |

### **Essential Functions:**

Learns to conduct inspections and building surveys to ensure compliance with all fire safety regulations

### **Examples of Duties:**

- Responds to incidents as directed
- May be required to complete modified firefighter recruit training and maintain basic skills
- Photographs life and fire hazards, or other subjects
- Participates in an in-house training program to learn fire prevention inspection methods and fire safety laws
- Accompanies inspectors on inspections of property and buildings
- Learns to detect hazards and safety law violations
- Attends safety inspection training sessions
- Learns to develop recommendations for correcting hazardous conditions found during inspection
- Develops skill in explaining fire codes and laws to property owners
- Learns to write inspectional reports
- Draws to scale, simple floor plans of buildings that have been inspected
- Participates in public educational programs related to fire prevention
- Performs related work

### **Minimum Requirements:**

- High school diploma or the equivalent
- Two years of experience in inspectional work related to building construction or building codes

### **Other Mininums:**

- Must be of good moral character, with no criminal or felony record inconsistent with the provisions of this paragraph. Unacceptable will be persons who have been convicted of a felony, or who have any criminal action pending against them
- An applicant may be disqualified for multiple misdemeanors, an unacceptable criminal record, or multiple traffic violations
- Applicants who have bought or sold marijuana within three years of application, or have bought or sold any controlled substance or narcotic drug without a prescription within six years of application will be disqualified
- Must submit to a pre-employment drug screening
- Must submit to a pre-employment polygraph test
- Must be in excellent health based upon departmental medical standards. Any job offer made by the appointing authority will be contingent upon passing a battery of medical examinations
- Must possess and maintain a valid driver's license

### **Equivalency:**

- Two years of experience in fire suppression, including 200 cumulative hours of training in Code DD 0000 A (Fire Inspector), V0000 (Building Const) and U0000 (Fire Prevent/Public Ed) as defined by the Governor's Commission For Fire Service Certification. *These hours must be listed on the Commission's Fire Service individual training record,*

OR

- Certification in Fire Protection General (Module 3-B) in the certification program for Construction Code Inspection

OR

- Associate degree in Fire Science Technology

OR

- Bachelor's Degree in Industrial Safety, Chemistry, Engineering, Environmental Safety, Public Administration or a closely related field

OR

- Kentucky State certification of Fire Prevention Inspector I

**Special Requirements:**

Must complete a certification in the Fire Protection General (Module 3-B) in the certification program for Construction Code Inspection or obtain within one year of appointment.

**Physical Requirement & Working Conditions:**

- Meets regular and punctual attendance standards and any special needs of the position as determined by management, including mandatory overtime and performing related work
- Spends prolonged periods of time sitting, standing, walking, carrying, stooping and climbing
- Lifts and carries items weighing up to 100 pounds in a team setting
- Works at locations with limited or difficult access including uneven terrain

**POSITION SELECTION PROCESS:**  
**(As established by Chief Examiner)**

|                        |     |
|------------------------|-----|
| Written:               | 75% |
| Training & Experience: | 25% |

**PLACE OF APPLICATION:**

<https://www.governmentjobs.com/careers/louisvilleky>  
EQUAL OPPORTUNITY EMPLOYER

*Steve Wilkins for Ernestine Booth-Henry*

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**Ernestine Booth-Henry, Acting Director**  
**Louisville Metro Civil Service Board**