

City of Auburn
Fire Planner
Fire Department

The City of Auburn Fire Department is seeking a full time Fire Planner. The successful candidate must be a highly organized, self-starter with excellent customer service skills, interpersonal skills and enjoy working in a very busy office environment. This is a position working for the Office Manager and the Fire Prevention Officer. Duties consist of assisting the Officer Manager with miscellaneous tasks such as accounts payable and payroll and working for the Fire Prevention Officer performing such duties as: assigning inspections for licenses, business establishments, apartment buildings, solid fuel (wood stoves, fireplaces) and complaints; logging inspections into database, reviewing inspections and generating discrepancy notices, maintaining inspection and correspondence files, etc. and writing and editing correspondence. Qualified applicants must have excellent communications skills and computer skills (Microsoft Word, Excel and Access).

Salary is dependent upon experience and qualifications and includes an excellent fringe benefit package. Send resume and list of references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 333-6601 ext 1414. E-mail address is dgrimmig@auburnmaine.gov

Review of resumes will commence immediately and will remain open until the position is filled.

The City of Auburn is an Equal Opportunity Employer.