



**CITY OF SAINT PAUL**  
invites applications for the position of

**Fire Protection Engineer**

[www.stpaul.gov/jobs](http://www.stpaul.gov/jobs)

**OPENING DATE:** 02/15/17

**CLOSING DATE:** 03/15/17 at 04:30 PM

**SALARY:** \$33.17 - \$46.62 Hourly  
\$68,993.60 - \$96,969.60 Annually

**JOB TYPE:** Full Time

**DEPARTMENT:** Department of Safety & Inspection

**VACANCIES:** 1

**GENERAL DUTY STATEMENT:**

Performs highly-skilled professional and technical work in the review and approval of building construction plans for fire alarm and fire sprinkler systems, fire separation and fire detection, smoke evacuation systems, and other fire safety features. Evaluates construction alternatives for equivalency to the requirements of the building and fire codes and national fire protection safety standards. Conducts building inspection to ensure conformance to approved plans and specifications; inspects new and existing buildings for special fire and life safety concerns. Performs other related duties as required.

Please view the [job profile flyer](#) with detailed information about the position.

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions for this position are identified in the Supplemental Information section of the [Fire Protection Engineer job description](#).

**REQUIREMENTS:**

A Bachelor's Degree in Fire Protection Engineering, Mechanical Engineering, or a related field with coursework in Fire Protection Engineering. No substitution for education.

Must be currently licensed and maintain licensure as a Professional Engineer (PE) in Fire Protection.

OR

Must possess or obtain and maintain certification as an Engineer in Training (EIT) issued by the Minnesota State Board of Architecture, Engineering and Land Surveying, or other recognized issuing authority by the end of one year or the probationary period. Failure to obtain and maintain the required EIT certification will result in termination of employment.

Must possess and maintain a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.

Two years of experience in the review of fire protection system design and plans preferred.

**BY CLOSING DATE, YOU MUST:**

1. Submit a City of Saint Paul online application, including answers to the Supplemental Questionnaire.  
2. Upload or submit the following required document(s) via the online application system, mail, in person, email, or fax. (Zip files and web links will not be accepted. Each uploaded attachment is limited to 10MB.)

1. A legible copy of your proof of Professional Engineer (PE) in Fire Protection, if applicable, and
2. Resume.

**SELECTION PROCESS INFORMATION:**

**Qualifications Rating:**

The Qualifications Rating is an assessment of your completed application, answers to the Supplemental Questionnaire, and your resume. Be as specific and detailed as possible in completing your application and any attachments. You must submit your completed application, supplemental questionnaire and any attachments by the application deadline.

**Open Job Posting:** This posting is open to anyone who meets the position requirements.

**Eligible Lists:** Eligible lists typically are created from a pass/fail assessment. Those who pass the assessment will be placed on an eligible list for approximately one year. Hiring Managers may interview/hire anyone from the list.

**Final Selection Process:** A Hiring Manager will consider applicants placed on the list of eligible candidates. You will be notified if you are invited to participate in the final selection process which may include an interview, job simulation, work sample submission, or other evaluation method.

**Condition of Employment:** This position requires a medical examination, driver's license check, drug test, and a background check which may include criminal history, and employment history as a condition of employment. Candidates will be required to submit proof of education to Human Resources upon conditional job offer. The City of Saint Paul encourages individuals to apply for positions regardless of criminal history.

**Human Resources Contact Information:**

**Marquitta Frost at 651-266-6509**

200 City Hall Annex

25 West Fourth Street

Saint Paul, MN 55102

Fax: 651-266-6490

E-mail: [jobs@stpaul.gov](mailto:jobs@stpaul.gov)

To refer back to this information, we recommend you print this job posting before you apply. For technical assistance regarding the online application, please call 1-855-524-5627 during regular business hours.

**Veteran's Preference:** If you are a veteran and would like to receive Veteran's preference in accordance with MN Statute 197.455, you must submit a photocopy of your DD214 preferably at time of application. [Click here for more information.](#)

The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBTQ community, and individuals with disabilities are strongly encouraged to apply.