

## **UPCOMING RECRUITMENT**

### **Fire Plans Examiner / Fire Inspector**

Grand Traverse Metro Emergency Services Authority (Traverse City area)

- **Applications Accepted: July 7 – August 8, 2025**
- **Start Date: October 2025**
- **Salary Range: \$73,000 – \$83,000**

Grand Traverse Metro Emergency Services Authority (GTMESSA), also known as the Grand Traverse Metro Fire Department, is seeking a highly qualified Fire Plans Examiner / Fire Inspector to join our progressive and community-focused team.

#### **About GTMESSA:**

Serving over 37,000 residents and countless seasonal visitors across Garfield Charter Township, Acme Township, and East Bay Charter Township, GTMESSA covers approximately 110 square miles of diverse terrain, including lakes, rivers, state lands, and both rural and urban environments. In 2024, our five-station, combination-staffed department responded to 6,323 incidents. We are proud to be an all-hazards department with a strong commitment to safety, innovation, and community service.

Our Fire Prevention Division plays a critical role in protecting life and property through proactive inspections, education, and code enforcement.

#### **Position Summary:**

As a Fire Plans Examiner / Fire Inspector, you will play a vital role in fire prevention and public safety by reviewing construction and fire protection system plans, performing inspections, and working collaboratively with property owners, contractors, municipal officials, and the public. You'll oversee projects from design through final occupancy, ensuring compliance with applicable fire and building codes. This position is generally a 40-hour Monday – Friday workweek position (with occasional exceptions).

#### **Key Responsibilities:**

- Conduct fire protection system plan reviews, building life safety review, and life safety inspections.
- Perform field inspections for code compliance and acceptance testing.
- Collaborate with planners and zoning staff on site plan reviews.
- Support developers and business owners through construction and approval processes.
- Investigate complaints and identify code violations.
- Maintain detailed documentation and provide code guidance to stakeholders.

#### **Minimum Qualifications:**

- 5+ years of experience in fire prevention or inspection.
- State of Michigan Certified Fire Inspector.
- NFPA Fire Inspector II and Fire Plans Examiner certifications.
- Knowledge of building codes, fire hazards, and life safety standards.

- Proficient in Microsoft Office; knowledge of Bluebeam preferred.
- High school diploma or GED required; degree in Fire Science or related field preferred.
- Valid Michigan driver's license and CPR certification.
- Physical ability to perform inspections in varied and challenging environments.

### **Why Join GTMESA?**

At GTMESA, we are committed to excellence, teamwork, and innovation. You'll join a professional team that values proactive planning, continuous learning, and strong community engagement—all while making a real difference in public safety.

Our benefit package is competitive. Comprehensive benefits package including GTMESA covers 96% of costs for medical/dental/vision benefits for the Fire Plans Examiner / Fire Inspector and their family, fully funded deductible into your Health Savings Account, paid time off, and a retirement plan. Visit our website for details.

- **Apply between July 7 and August 8, 2025**
- **Begin your career with GTMESA in October 2025**

More details and application instructions coming soon to [www.gtmetrofire.org](http://www.gtmetrofire.org)