



Accepting applications for:

Hourly Fire Department Fire Prevention Assistant

Iowa City Fire Department

Application Deadline: Friday, July 31, 2026

Visit www.icgov.org/jobs to apply online

Variable daytime hours up to 25 hours per week

Office Hours: Monday – Friday, 8:00am – 5:00pm

Wage: \$15.00 per hour

Job Summary:

The Hourly Fire Department Fire Prevention Assistant is an hourly position supporting the Fire Prevention Bureau through field and administrative work related to fire and life safety inspections, code compliance, and records management. Under the direction of department staff, this position assists with inspection documentation, data entry and correspondence using systems such as The Compliance Engine and First Due. Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers. Performs all other related duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other:

Applicants must have a high school diploma or equivalent; post-secondary coursework in fire science or a related field is preferred. Candidates should possess above-average computer skills, including proficiency in Microsoft Word and Excel. Valid driver's license with a satisfactory driving record required. Must be 18 years of age. Must pass criminal background check. Preferred

candidates will have familiarity with the 2024 International Fire Code (IFC) and NFPA standards, strong organizational and communication skills.

More Information:

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program.

Please visit the [PSLF website](#) for more information.

*IT IS THE POLICY OF THE CITY OF IOWA CITY TO AFFORD EQUAL EMPLOYMENT OPPORTUNITIES
FOR ALL EMPLOYEES AND POTENTIAL CITY EMPLOYEES. DISABILITY-RELATED ACCOMMODATIONS
CAN BE REQUESTED AT 319-356-5020 OR jobs@iowa-city.org.*

