

## FIRE MARSHAL

FLSA: Nonexempt

### GENERAL SUMMARY

This is a technical position involved in fire prevention, performing fire investigations and inspections, conducting training and coordinating the right to know programs. Reporting to the Fire Chief the employee in this position uses independent discretion and judgement in performing work within the guidelines set forth by statutory requirements, department policies and procedures.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Performs fire prevention inspections and investigations on local city buildings to ensure compliance with codes and ordinances
- Investigates all fires to determine the cause and origin and participates in arson investigations when applicable
- Examines building plans for fire safety and provides information on fire suppression systems and approves sprinkler systems
- Interprets and enforces codes and ordinances; makes recommendations on changes to ordinances and regulations; sets occupancy loads for building
- Administers the Employee Right to Know and the Community Right to Know programs
- Conducts departmental training sessions
- Assists in preparing the departmental budget
- Prepares technical and administrative reports
- Serves on committees and attends professional meetings and seminars in order to stay abreast of new developments, regulations
- Maintains public relations with the community and may speak to the public and groups regarding fire safety and prevention
- Answers inquiries and resolves citizen's problems regarding inspections, ordinances, zoning requirements
- Acts as department Head in the absence of the Fire Chief
- Performs other related duties as assigned within general knowledge, skills and abilities set forth

### KNOWLEDGE, SKILLS AND ABILITIES

An Associate's Degree in fire science, public administration or related field from an accredited college or university, State Certified Fire Inspector and seven years of progressively more responsible experience and training that would provide the following knowledge, skills and abilities:

- Knowledge of all aspects of fire prevention and arson detection
- Knowledge of city buildings and related codes, zones and ordinances

- Knowledge of major types of building construction, materials, equipment
- Basic knowledge of the principals of chemistry, electricity, physics
- Knowledge of training techniques
- Knowledge of the Employee Right to Know programs
- Good verbal and written communication skills
- Ability to establish and maintain effective working relationships with supervisor, subordinates, coworkers and citizens
- Public speaking skills in order to effectively speak to groups, citizens
- Ability to understand and interpret plans, diagrams, blueprints and specifications
- Ability to make accurate decisions regarding the cause and origin of the fire

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: climb or balance, stoop, kneel, crouch, or crawl. Frequently, the employee is required to stand, walk, reach with hands and arms, and taste or smell. It is crucial to the outcome of job tasks that the employee is able to: talk or hear or use hands to finger, handle or feel objects on an extensive basis.

The employee in this classification will be required to lift object of up to 10 pounds extensively. Furthermore, the employee will frequently lift objects of up to 50 pounds. Occasionally the employee will need to lift/move objects weighing up to 100 pounds. Vision requirements for this position includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

Exposed to hazards such as fire debris, intense heat, weather conditions, gases, hazardous materials, and chemicals. Occupants of this position may sometimes be required to perform job duties in small, dark, enclosed areas and also from precarious heights.

AUTHORIZATIONS

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Jon Ichesco, Fire Chief

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Date

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April McGrath, Director of Administrative Services

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Date

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Edward B. Koryzno, Jr., City Manager

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Date