

Job Description



Fire Marshal

Department: Fire

Reports To: Fire Chief

Salary Grade:

FLSA: Standard/Non-Exempt

Purpose:

Under general supervision, Investigates the origin and cause of fires within city limits. Performs plan reviews on new and existing construction with the Chief Building Inspector and Economic Development Director. Assist with the training, planning, operations, and administration; assures Department's compliance with state and Federal laws and the public safety goals of the City.

Duties, Functions and Responsibilities:

- Conducts all preplans, building inspections, Issues final permit regarding fire sprinklers or fire alarms.
- Conducts new inspections, re-inspections and existing business inspections in both indoor and outdoor environments.
- Reviews new and existing building construction; fire alarm and fire sprinkler plans.
- Attends pre-construction, pre-development, development review committee and council meetings as needed or directed.
- Complete investigative reports; conduct field witness interviews; reconstruct fire scenes; collect samples for lab analysis; follow-up with interviews and exhaust all leads and tips.
- Ensure understanding of the adopted fire code, referenced codes and standards; utilization of the best principles, practices, methods, and techniques of fire inspection and investigation activities.
- Assists in the development and administration of the Crisis Management/Public Education budget.
- Develop, implement, coordinate and supervise the public education/relations programs.
- Review and revise the city's public education emergency program.
- Consults with Architects and Engineers in the design and development of projects in the unincorporated areas in the City of Sanger.
- Consults with fire protection engineers on technical review of engineered fire & life safety systems.
- Collaborates with others on development projects. Advises staff on codes, regulations, statutes that pertain to development and plan review.
- Advises Inspectors on plan review related topics
- Meets with architects, engineers, constituents and Staff to review construction projects.
- Provides updates to senior managers, directors, and community groups.

Knowledge and Skills:

Must possess required knowledge, skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Knowledge, skill and ability to make safety a number one priority.

Knowledge:

- City organization, operations, policies and procedures.
- Pertinent Federal, State and local laws, codes and regulations governing fire safety.
- Fire Department SOP, guidelines, policies and procedures.
- Modern emergency services management principles and practices.
- Techniques and practices for efficient and cost-effective management of allocated resources.
- Strategy and tactics for deployment of personnel, equipment and resources in emergency situations.
- Procedures used in fire suppression, emergency medical response, and property conservation.
- Operational characteristics of specialized fire suppression apparatus, vehicles and equipment.
- Methods and techniques to develop and present fire prevention and training programs.
- Federal, state and local building codes, regulations and engineering standards. City geography, traffic patterns, and the location of all streets, landmarks and buildings.

Skills:

- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with Department goals and objectives.
- Assessing and prioritizing multiple tasks and projects, and delegating tasks and authority.
- Establishing and maintaining effective working relationships with co-workers, and working as a team member with other emergency services agencies.
- Operating and maintaining computer and communications equipment.
- Effective communication, both verbal and written.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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Physical Demands / Work Environment:

- Work is performed in a standard office environment, with occasional on-scene response to emergency situations.
- Must maintain a level of physical fitness to meet Department standards.

Minimum Qualifications:

- Associate's Degree in Fire Science, Business or Public Administration or related field; AND Six (6) years Certified Firefighter/EMT experience, an equivalent combination of education and experience.
- Must possess a valid Texas Commercial Driver's License.
- Certifications for Firefighter-Intermediate, Fire Inspector and TCFP Plans Examiner I from Texas Commission on Fire Protection (TCFP); and minimum of EMT from Texas Department of State Health Services (DSHS) are required; additional technical certifications and training may be required.
- NFPA Certified Fire Protection Specialist preferred.

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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