

**JOB TITLE: FIRE MARSHAL/INSPECTOR**

**DEPARTMENT: ZONING/CODE ENFORCEMENT**

**POSITION SUMMARY**

Performs a variety of administrative and technical work related to both the coordination of the Three (3) Volunteer Fire Companies, as well as code enforcement activities associated with but not limited to the Township's Fire Code and related Building Codes and Zoning Ordinance. The Fire Marshal works under the direct supervision of the Zoning Officer/Building Code Official. This position is exempt under FLSA.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists the Volunteer Fire Companies in maintaining files; fire reports, and training records, including the review and necessary updates of the department's officials and membership records.
2. Coordinates the filing of required documentation in the event of accident or death of firefighters.
3. Assists the volunteer fire company officers in establishing and maintaining a minimum standard of training, including minimum vehicle driving standards and training.
4. Acts as the main liaison between fire company officers and the elected and appointed Township officials.
5. Searches for available fire related grants, advises the departments of such opportunity and assists each Volunteer Fire Company with making application for grants.
6. Compiles on an annual basis and updates as necessary, the listing of executive officers, line officers, relief association officers, board of directors and membership rosters. Included in the process is the generation and distribution of current year listing off all officials and any subsequent revisions.
7. Administer all aspects of the Fire Escrow Ordinance, including communicating with the insurance adjuster, determining the appropriate escrow amount, providing the treasurer with the escrow payment and authorizing the release of escrowed funds.
8. Keeps volunteer fire companies apprised of current information on insurance requirements, applicable legislation and other related matters.
9. Coordinates with the local water company their information for necessary fire fighting capabilities of the volunteer fire companies.

10. Meets as necessary with the fire company officers to discuss problems and assist in the resolution of the problem.
11. Prepares the agenda for and attends the bi-monthly Fire Commission meeting, and other meetings as may be assigned.
12. Responds and provides assistance on multiple alarm calls and major accidents.
13. Inspects for compliance with fire and building codes in accordance with the UCC.
14. Performs annual hazard inspections, arranges water company fire flow tests, fire protection systems tests as necessary.
15. Provides training to businesses, schools, hospitals and organizations as appropriate for fire drills and fire safety training.
16. Ability to work a flexible schedule as needed to allow for early morning, evening or weekend appointments, training, or meetings.
17. Reviews plats, plans and related documents for compliance with applicable fire codes, related ordinances and accepted fire fighting standards.
18. Maintains records of permits, reviews and inspections.
19. Responds to complaints as may be received or assigned.
20. Tracks and follows through with all necessary enforcement action including but not limited to enforcement notices, citations and court appearances.
21. Prepares written reports and documentation (including maintaining files and records) required by policy and legislation for effective and efficient operation.
22. Provides technical fire protection, building code and zoning assistance to residents, building owners, contractors, developers and the general public.
23. Maintains knowledge of current codes, methods of fire control and prevention, changes in construction methods and material through attendance at pertinent conferences, seminars, schools and meetings.
24. Administers and organizes with the assistance of the office assistant the annual school fire poster contest.
25. Must serve as Emergency Management Coordinator for Butler Township and attend training as necessary.
26. Other duties as requested by the Zoning Officer or Township Manager.

## **QUALIFICATIONS**

### **Education and Experience**

Graduation from a High School or GED equivalent; five (5) years experience in fire suppression and fire prevention activities. Must have a working knowledge of building construction and fire prevention systems. Certifications required: ICC Fire Inspector I, UCC Building Code Official, Fire Investigation & Training, possess 2 basic NIMS Training, Hazmat, Instructor Certification with Education and Methodology, Fire Sprinkler - Commercial & Residential, other Certifications related to the Pennsylvania UCC are highly desirable.

### **Necessary Knowledge, Skills, and Abilities**

- A. Extensive knowledge of modern fire prevention principles, procedures, techniques, and equipment; knowledge of applicable building, electrical, mechanical, and fire codes including the International Codes and related NFPA standards; knowledge of inspection techniques; knowledge of building design and construction; knowledge of the proper installation of sprinkler systems and other fire suppression equipment.
- B. Fire Extinguisher Certification from either the NFFED (National Association of Fire Equipment Dealers) or NFPA (National Fire Protection Association)
- C. Ability to effectively apply standard fire prevention techniques.
- D. Must have excellent written communication skills and the ability to write clear and concise memos, reports and other documentation.
- E. Must have excellent oral speaking skills with the ability to present information to large and small groups.
- F. Must have a working knowledge of computers and Microsoft Office programs.
- G. Must be able to communicate effectively with people and deal with customers in a respectful, courteous manner.
- H. Ability to work independently and organize many projects simultaneously and prioritize work.
- I. Must have excellent reasoning and critical thinking skills with an ability to generate appropriate solutions.
- J. Ability to establish and maintain effective working relationships with

employees, other agencies, business owners, and the general public.

- K. Ability to interpret code language and other technical standards.
- L. Ability to read and interpret other related Township ordinances, including but not limited to the Alarm Ordinance.
- M. Ability to read and understand blueprints for construction plans.

### **SPECIAL REQUIREMENTS**

Must possess a valid and current PA State Driver's License or have the ability to obtain one prior to employment. Must be able to obtain PA PSP Child Clearances & possess EVOC training.

### **EQUIPMENT USED**

Motor Vehicle; personal computer with word processing and Fire House software; calculator; phone; copy and fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk, or hear; use hands to finger, handle, or operate objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, climb ladders, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside

weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and risk of electrical shock.

The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: **June 26, 2017**