



## **SHIVELY FIRE DEPARTMENT POSITION DESCRIPTION**

### **Fire Marshal**

#### **GENERAL PURPOSE**

Promotes public safety through implementation and enforcement of fire, building, and life safety codes and standards.

#### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Fire Chief.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Schedules, supervises, and conducts inspections of existing structures, construction and remodel sites for compliance with fire codes.
- Resolves compliance problems with owners.
- Schedules and approves the installation and location of fire hydrants, fire detection and/or fire suppression systems.
- Coordinates with building officials for fire related code review and approval of occupancy permits and business licenses.
- Calculates water fire flows for building requirements.
- Provides public education in fire prevention, including giving lectures, demonstrations, and presentations before community groups, and other organizations or institutions.
- Responds to complaints regarding fire and life safety code violations and fire hazards.
- Issues warnings and citations for fire and life safety code violations.
- Supervises issuance of permits in accordance to codes and ordinances.
- Maintains data and records regarding fire investigation, inspection, and prevention activities.
- Prepares a variety of reports on fire investigation, inspection, and prevention as required.
- Recommends and develops proposed fire prevention policies, procedures and codes.
- Conducts or organizes training for personnel in code enforcement.
- Assists in other district administrative activities or manages projects, as assigned.

- Represents the Department in the absence of the Chief on committee's or in meetings as directed;
- Assists in training and development of SFD members and the City Council.
- Assists in developing plans for emergency preparedness.
- Maintains positive working relationships with department members.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED.
- Five years of experience in a paid fire department which includes fire investigation, inspection, suppression or prevention.
- Three years in public administration which includes supervision, management of public educational programs, fire inspection programs, and investigative activities.

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

#### *Extensive knowledge of:*

- Modern fire prevention principles, procedures, techniques and equipment.
- Building, electrical, mechanical, NFPA Standards, and fire codes.
- Fire Inspection techniques.

#### *Working knowledge of:*

- Fire suppression techniques and equipment.
- Firefighting tactics.
- Skill in the operation of listed tools and equipment.

#### *Ability to:*

- Effectively apply standard fire prevention techniques.
- Act effectively in emergency and stressful situations.
- Follow verbal and written instructions.
- Communicate effectively, orally and in writing.
- Establish effective working relationships with SFD members, Council members, other agencies, and the public.
- Meet Special Requirements, as listed.

## **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Associates or higher degree in Fire Science, Public Administration or a closely related field.
- Kentucky Fire Service Instructor Level I Certificate.
- Any additional continuing education or specialty training in Fire Related Disciplines.
- Kentucky Emergency Medical Technician Basic (EMT-B)

- Experience working as a Captain or above in a paid fire department, or EMS system.

### **SPECIAL REQUIREMENTS**

- Must be 18 years or older at time of hire.
- Must be of good moral character with no criminal or felony arrest record inconsistent with the provisions of this paragraph. Unacceptable will be persons who have been convicted of a felony, or have been convicted of more than two misdemeanors, or who have any criminal action pending against them. The Department reserves the right to disqualify an applicant for multiple misdemeanors, arrests, or traffic violations.
- This classification requires the use of a Department vehicle. In order to drive, individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess and maintain throughout the course of employment a valid state issued motor vehicle operator's license.
- Must be able to read, write, and speak the English language.
- Must be a certified Kentucky State Fire Inspector I.

### **SUPPLEMENTAL INFORMATION**

MINIMUM SALARY: \$31.38

FILING DEADLINE: January 22, 2021 @ 4:00 pm.

APPLICATIONS: Full Job Description can be viewed on the City's website at [www.cityofshively.gov](http://www.cityofshively.gov). Resume and cover letter can be submitted via email to the attention of Chief Charles D. Mucker at [Charles.mucker@shivelyky.gov](mailto:Charles.mucker@shivelyky.gov).

### **TOOLS AND EQUIPMENT USED**

Vehicle, radio, pager, personal computer, calculator, telephone, tape recorder, photo and video equipment, detection and monitoring equipment, and fire hydrant testing equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a member 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 member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The member is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a member 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 member works primarily in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The member occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, moderate during daily work routines, and loud at emergency scenes.

*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 member and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*City of Shively maintains a drug-free environment.*