



Job Posting

Date: 01/4/2021

From: Human Resources Department

Position: Fire Marshall

Salary: \$46,000.00 w/5% increase after 6-month probation

GENERAL DESCRIPTION OF CLASS

General Statement of Duties

Performs technical public safety work enforcing fire codes and performing fire inspections; conducts fire education programs and promotes overall fire prevention efforts within the Town. Work is performed under the general supervision of the Fire Chief or Assistant Fire Chief.

Distinguishing features of the class & essential duties

- Performs varied tasks to include fire code enforcement and inspections, fire education, and assist Code Development Division with plans review. Responsible for the fire prevention programs to ensure compliance with State and local fire laws, codes, rules, and regulations.
- Work includes performing inspections of commercial and retail establishments, schools, and health care facilities, and, if requested, residences.
- Plans and implements a program of fire prevention and safety education with all ages of the community.
- Work may also include participating in conducting investigations of fires to determine if criminal actions may have contributed to fires. In addition, the employee responds to emergency incidents as needed including fire suppression, rescue, and medical calls. Considerable independence and judgement are required in all aspects of the work, particularly in fire inspections and investigations.
- Considerable public contact requires exhibit tact and diplomacy in seeking compliance with fire laws, codes, rules, and regulations.
- May attend conferences, and written reports concerning the quality and effectiveness of work performed.
- Performs fire inspections of businesses, commercial and industrial buildings, schools, day care centers, nursing homes, and places of public assembly for existing or potential fire hazards; enforces fire section of state building code and NFPA codes; conducts follow-up inspections to ensure that deficient conditions are corrected; prepares and submits reports of deficiencies
- Works with Code Development Division to inspect contractor's plans to ensure compliance to fire code; review site plans for proper planning and construction.
- Prepares and maintains records and reports; prepares pre-fire plans.
- Plans and conducts various fire prevention and safety education program for all ages; conducts fire extinguisher training at industries and offices;
- Participates in emergency incident response for fire suppression, rescue, emergency medical service, and related issues.

- Participates in fire training activities.
- Performs related duties as required.

Knowledges, Skills, and Abilities

Thorough knowledge of the types of industrial and commercial operations in the Town and any related potential hazards.

Thorough knowledge of the North Carolina Building Code, NFPA Standards and Town Ordinances relating to fire prevention.

Considerable knowledge of the methods of readily ascertaining the presence of existing or potential fire hazards.

Considerable knowledge and skill in fire suppression, hazardous materials response, rescue response and emergency medical incident response.

Considerable knowledge of the laws and regulations covering fire prevention.

Considerable knowledge of the sources and use of information about current fire prevention, and skill in their teaching and application.

Considerable knowledge of fire prevention and safety educational programming and skill in training and public presentations.

Knowledge of the application of information technology to the work.

Skill in collaborative conflict resolution.

Ability to enforce codes and laws with firmness and fairness; visual acuity to conduct inspections.

Ability to make educational, informative and interesting public presentations.

Ability to establish and maintain good working relationships with other employees, business and civic leaders, and the general public.

Ability to communicate effectively; ability to prepare and submit clear and concise reports.

Desirable Education and Experience

Graduation from a community college with a degree in fire science supplemented by courses in fire inspection and prevention and considerable experience in the fire service and/or fire inspections; or an equivalent combination of education and experience.

Fire Instructor Level II, Fire Officer II and Fire Investigations certification

Special Requirements

Possession of Fire Inspector Standard Level III within six months of employment

Fire Education certification and Child Passenger Safety Seat Technician, within two years of appointment.

NC certification as a Firefighter Level II, Class B Driver's License, Emergency Medical Technician, (EMT-Basic) NC certification at Hazmat Operations Level, Emergency Vehicle Driver Certification,

NIMS 100,200,300,400,700, 800,

AMERICAN WITH DISABILITIES ACT REQUIREMENTS

Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing. Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to size up the color, volume, and extent of fire involvement in structures, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

Environmental Hazards

Subject to the hazards associated with incident response work including working in inside and outside environments, working at heights, in extreme hot and cold temperatures, loud noise, vibration, moving parts, electrical current, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. Subject to the final OSHA standards on blood borne pathogens.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities, odor perception.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Specialist
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until January 25, 2021