



## CITY OF INGLESIDE JOB DESCRIPTION

### Fire Marshal

<b>Department:</b>	Building and Planning
<b>FLSA Status:</b>	Non - Exempt
<b>Effective Date:</b>	05/13/2020
<b>Pay Grade:</b>	14

#### POSITION SUMMARY

Performs difficult skilled technical and administrative work planning, directing, and participating in various inspections, reviewing permit applications for fire code compliance, assisting the public, preparing, and maintaining appropriate records and files, and related work as apparent or assigned. Work is performed under the general direction of the Director of Building and Planning

#### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews and approves commercial construction plans for fire code compliance; resolves compliance problems with owners, contractors, architects, etc., within scope of knowledge and authority.
- Provides fire prevention program management.
- Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions.
- Inspects existing commercial structures, construction, and remodel sites for compliance with fire codes; conducts voluntary home inspections.
- Witness's acceptance testing on special systems such as automatic fire sprinkler systems, fire pumps, fire alarms, and fixed fire- extinguishing systems.
- Participates in the inspection of sprinkler systems, and elements of a fire prevention or protection system.
- Attends required meetings and reviewing planning and zoning petitions where appropriate.
- Conducts annual inspections for places of assembly, educational, and health care occupancies located within the City.
- Inspects existing commercial structures, construction, and remodel sites for compliance with fire codes.
- Responds to complaints regarding fire code violations and fire hazards.
- Issues warnings and citations for fire code violations; issues burn permits.
- Assists in the investigation of fire incidents; conducts detailed investigations of fire scenes to determine cause and origin of fires.
- Maintains a variety of data and records regarding fire inspection or prevention activities; prepares reports regarding fire inspection or prevention as required

- Prepares and presents documentation in a court of law to support fire cause and origin determination.
- Instructs classes in assigned subject areas.
- Assists in other department administrative activities as assigned.
- Complete assigned health and safety courses to create a safe work environment

**SUPERVISION RECEIVED AND EXERCISED**

- Work is performed under the direction of the Director of Building and Planning
- General Supervision

**EDUCATION AND EXPERIENCE REQUIREMENTS**

*High school diploma or GED with coursework in business, secretarial science, or related field and moderate experience in administrative support and office operations, or equivalent combination of education and experience.*

**Education** – High school diploma or GED with coursework in in chemistry, engineering, fire science, or related field

**Experience** – Considerable experience in firefighting and building inspections, or equivalent combination of education and experience.

**License or Certificate** – Valid driver's license in the State of Texas.

**Special Requirement** –

Possession of Texas Commission on Fire Protection Fire Inspector certification upon hire.

Possess and obtain NIMS 100, 200, 700 and 800 class certifications within six months of hire.

<b>Required Education</b>	High School Diploma or GED
<b>Preferred</b>	Associates / Technical Degree
<b>Required Experience</b>	Considerate Experience
<b>Combination OK?</b>	Yes

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Comprehensive knowledge pertaining to the International Fire Code and related City ordinances of building, construction, engineering and structural engineering principles and practices.
- Comprehensive knowledge of State building and related codes, laws and ordinances and practices, policies, rules, and regulations.
- Comprehensive knowledge pertaining to the International Fire Code and related City ordinances of building construction materials and methods and of stages of construction when possible violations and defects may be most easily observed and corrected.
- Ability to detect poor workmanship, inferior materials and hazards of fire and collapse.
- Ability to read and interpret codes, manufacturer specifications and building site plans and apply code requirements to visual inspections.
- Ability to learn permitting software; ability to read and interpret plans, specifications, and blueprints accurately and to compare them with construction in process.
- Ability to plan and supervise the work of subordinates.
- Ability to make public presentations; ability to present facts and recommendations effectively in oral and written form.
- Ability to deal firmly and tactfully in enforcing ordinances and codes pertaining to the International Fire Code and related City ordinances.

<b>Admin.</b>	Memos, Reports, and letters
<b>Training:</b>	TCFP Fire Inspection License

- Ability to establish and maintain effective relationships with associates, architects, contractors, consultants, engineers, government officials and the public.

**PHYSICAL DEMANDS**

*The physical demands herein 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 these essential job functions.*

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force.
- Work regularly requires standing, walking and speaking or hearing and occasionally requires sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

<b>Weight</b>	10-25 lbs.
<b>Environment</b>	Moderate Noisy
<b>Physical Activity</b>	Moderate

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job 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 contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

\_\_\_\_\_  
Date