

## **FIRE MARSHAL**

### **NATURE OF WORK**

Under the general supervision of the Fire Chief, directs fire prevention activities and serves as technical specialist for the City. Inspects buildings and other structures for compliance with state and local ordinances and fire safety regulations. Conducts and supervises arson investigations. Promotes fire safety and fire prevention. Supervise employees as needed.

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

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Act for Fire Chief as delegated.
2. Assume command and directs all emergency scene operations unless relieved by a superior officer.
3. Inspects interiors and exteriors of all existing and newly constructed buildings, along with those buildings and structures under construction, to detect fire hazards and enforce compliance to state and local fire ordinances and regulations.
4. Administers pre-fire incident survey program for every commercial building in our jurisdiction. Includes all building information including drawings of site, floor and roof plans.
5. Conducts, upon delegation by State Fire Marshal, inspections of all schools within our jurisdiction.
6. Conducts inspections with the Department of Natural Resources concerning the installations, testing, and removal of all underground flammable liquid storage tanks.
7. Coordinates and participates in the final inspection of newly constructed commercial, industrial, multi-resident buildings and structures of public assembly, as well as structures occupied by temporary special events. Assures compliance to all applicable codes and issues certificate of occupancy on compliance.
8. May work evening hours periodically so that nightclubs, bars, theaters, churches and other facilities can be inspected during full operation.
9. Reviews and updates all Firefighter Right-To-Know information during the inspection process. (storage and use of hazardous materials)
10. Responds to fire hazard complaints by inspecting conditions for compliance with fire law requirements and ordering correction of hazardous conditions when necessary. Conducts re-inspections to determine if compliance has been achieved.
11. Meets with and conducts inspections with City Mechanical, Building, and Electrical Inspectors on an as needed basis.
12. Contacts owners of buildings to discuss findings and legal requirements. Instructs them on possible corrective actions and seek voluntary compliance to standards.

## **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS (Cont'd)**

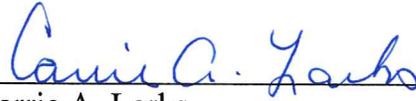
13. Prepares summary reports of inspection findings and recommendations for corrective actions. May seek immediate corrective actions such as closing buildings in cases of severe hazard.
14. Maintains files of inspection records and recommendations for corrective action and prepares periodic reports on activities.
15. Under the direction of the Fire Chief and City Attorney, initiates legal actions and gathers evidence in cases of noncompliance.
16. Testifies in court as technical or expert witness, as required.
17. Examines building, site, mechanical, and fire suppression plans to assure that buildings under construction will conform to fire prevention codes and ordinances.
18. Meets with Architects, Contractors, and business owners to discuss and resolve code compliance problems.
19. Meets with Inter-departmental Committee on weekly basis to consider plan reviews.
20. Conducts fire investigations, gathering evidence at suspected arson fire scenes when violation of law is suspected, and prepares report on same. Oversees the activities of other firefighters participating in the investigation.
21. Conducts joint arson investigations with Police Detective personnel.
22. Oversees firefighters in fire prevention and inspection activities.
23. Coordinates the training of firefighters in the current procedures and practices in fire prevention and safety.
24. Makes presentations promoting fire prevention techniques, extinguisher use and fire safety to community groups, schools and industrial personnel. Exhibits current fire prevention materials and answers questions regarding fire safety and prevention.
25. Provides Fire Prevention Public Service announcements to local radio stations.
26. Able to fairly evaluate employees as required.
27. Serve as Shift Supervisor as assigned by Fire Chief and as needed.
28. Attend Department, City and other meetings as assigned.
29. Perform related duties as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE,  
SKILLS AND ABILITIES FOR EMPLOYMENT**

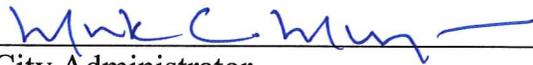
All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Thorough knowledge of firefighting/rescue/EMS strategy and tactics.
- Ability to obtain thorough knowledge of geography, streets, and important locations in the City.
- Ability to obtain thorough knowledge of the rules and regulations of the Fire Department.
- Thorough knowledge of the Unified Command System.
- Knowledge of laws, rules, and regulations relating to fire control, inspection, and prevention.
- Ability to react quickly and calmly in an emergency and under stress.
- Ability to understand and follow verbal instructions, and to work effectively with other employees.
- Ability to drive and operate automotive equipment safely and efficiently.
- Ability to lead and command subordinates, maintain discipline, maintain a positive attitude, direct training, and cooperate with other officers and employees.
- Ability to read and understand basic accounting, prepare and maintain division budget.
- Possess skills in operating modern office computer equipment and software.
- Proven command experience over full-time and part-time firefighting personnel.
- Attainment of Federal NIMS requirements.
- Fire Officer III State certification
- Maintain Medical First Responder license (Minimum)
- Maintain Valid Michigan driver's license with good driving record.
- Completion of the FFTC driver's course.
- State of Michigan Firefighter II certified.
- State of Michigan Certified Fire Inspector.
- State of Michigan Certified Fire Instructor.
- Excellent oral and written communication skills.
- Possession of an Associate's Degree in Fire Science, management or related field from an accredited college or university is required, Bachelors degree preferred.

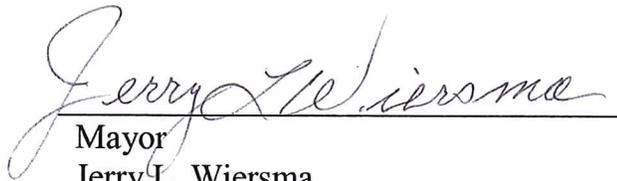
Approval:



Carrie A. Larks  
Director of Administrative Services



City Administrator  
Mark C. Meyers



Mayor  
Jerry L. Wiersma