



Job Vacancy

Fire Marshal Internal/External Posting Fire Department Salary Range: \$37,701. – 52,782.

Brief Job Description:

Under general supervision, conducts detailed code compliance inspections of Chester Fire District facilities, enforcing all laws, rules, regulations and ordinances regarding fire prevention and the protection of lives and property from gas, fire, hazardous materials and explosives incidents. Conducts fire investigations; serves as infection control and safety officer. Responds to fire/hazardous materials incidents as needed. Reports to the Fire Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS Conducts detailed physical inspections of public buildings to ensure compliance with all laws, rules, regulations and ordinances related to fire prevention and the protection of lives and property from gas, fire, hazardous materials and explosives incidents. Enforces all municipal and county adopted fire codes and ordinances, as well as State Fire Marshal rules and regulations.

Inspects fireworks sale, storage and demonstration sites; inspects the handling and storage of other explosives.

Investigates complaints of fire, life and property hazards.

Prepares comprehensive inspection reports and notices of violation; establishes timeframes for accomplishing corrective actions.

Conducts follow-up inspections to ensure that timely and accurate corrective actions have been taken to abate all noted violations.

Assists building inspectors in determining code compliance; reviews plans for proposed construction and renovations.

Serves as infection control officer.

Conducts fire and arson investigations.

Maintains records of all inspections and accidents.

Provides interpretation of fire codes to the general public as requested.

Responds to emergency incidents and performs fire suppression duties and assist with command functions as necessary.

Monitors emergency call data, and develops monthly reports on emergency responses and incident types.

Calculates and maintains records on emergency response pay for off duty and volunteer personnel.

Keeps abreast of new technology, methods and regulations for fire prevention and code enforcement; attends meetings, conferences and continuing education classes as required and/or appropriate.

Receives, reviews, prepares and/or submits a variety of documents including inspection records and reports, laboratory reports, engineering/architectural drawings, accident reports, certificates of compliance, casualty/fatality reports, routine reports, memos, correspondence, etc.

Operates a motor vehicle, and utilizes all fire suppression equipment, hand and power tools, diagnostic devices, and various office machines including a calculator, computer, two-way radio, camera, etc.

Interacts and communicates with various groups and individuals such as the Fire Chief, co-workers, City and County Fire Commissions, State Fire Marshal's Office, City personnel, news media, victims, witnesses, other fire departments, insurance companies, civic and professional organizations, utility companies, other emergency response agencies, law enforcement agencies, school personnel, property owners, the general public.

ADDITIONAL JOB FUNCTIONS

Participates in fire prevention and education activities within the community.

Participates in general equipment maintenance, housekeeping and groundskeeping duties as necessary.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a vocational/technical school diploma in fire science supplemented by three to five years of progressive experience and training in fire service programs and inspection, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain certifications as issued by the S.C. Fire Academy; must have National Fire Inspector I certification (NFPA or ICC); must have SC Fire Marshal certification; must possess CPR, AED and Standard First Aid.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a fire engine, vehicles, fire fighting equipment, computer, basic office equipment, telephone/radio, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, withstand uncomfortable and/or dangerous physical conditions at fire scenes, and perform manual tasks. Must be able to lift, position and/or carry weights of up to 200 pounds.

Application for Position: Application/Resume should be submitted to Carla Roof, Human Resources Director, 100 West End Street, Chester, SC 29706 or email to croof@chester.sc.gov no later than 12 noon, Thursday, May 11, 2017. Applications can be located at the City of Chester or www.chestersc.org The City of Chester is an EOE-H. **Position is Subject to the following Background Checks:** Criminal History, Driving History, Drug Test, Medical/Physical.

