



FIRE MARSHAL

DEPARTMENT: Development Services

REPORTS TO: Development Services Director/Town Engineer

POSITION TYPE: Full-time

SALARY RANGE:
\$64,040 - \$96,060

FLSA STATUS: Exempt

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

GENERAL DESCRIPTION: In the realm of emergency services, the Fire Marshal and any personnel over which he/she may have managerial control must be in a state of continual and constant vigilance for code compliance and fire prevention measures. Because any and all aspect of emergency service involves the saving of human lives and, to a lesser nature, property, it is fundamental to the position of the Fire Marshal that all duties and responsibilities are deemed essential at the very least.

DISTINGUISHING CHARACTERISTICS

The Fire Marshal functions as a supervisor of the Fire Prevention Bureau personnel, with primary responsibility to assure that assigned inspections, plans review, and other fire prevention tasks are being completed in compliance with applicable laws, rules, and regulations, and in a timely manner. The Fire Marshal is primarily responsible for development of fire code inspection cycles, plan reviews, fire prevention, public education and related programs; works in coordination with the Waxhaw Town Engineer and his/her inspection staff. This individual coordinates assigned activities with all teams, other departments, and outside agencies and provides highly responsible and complex administrative support to the Board of Directors, the Fire Department, and the Town of Waxhaw.

ESSENTIAL/REPRESENTATIVE DUTIES

Because of the inherent nature of code enforcement, fire prevention activities, and plans review encountered by the department and/or the town, the following duties are merely representational for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address departmental and/or town needs and continual changing departmental and/or town practices. The duties and responsibilities delineated below cannot be presented in a prioritized fashion as each event and each passing day within the department and/or town is unique.

- Oversees and participates in the management of fire prevention, code enforcement, plans review, and training;
- Provides interpretation and guidance on the application of fire codes in both non-emergency and emergency situations;
- Works in close conjunction, provides reports, and meets regularly with the Waxhaw Town Engineer and his/her staff;
- Performs competently in dynamic, highly stressful situations; supervises fire prevention bureau staff and operates vehicles and radios;
- Performs work during emergency/disaster situations;
- Reacts quickly and calmly in all types of emergency and departmental scenarios;
- Analyzes problems, identifies alternative solutions and projects consequences of proposed actions;
- Work extended hours and days to meet any and all operational and/or prevention needs and in accordance with policy;

- Oversee, direct and coordinate the work of fire prevention bureau staff;
- Collect, analyze and evaluate data to be able to prepare and deliver clear and concise reports and recommendations on inspections and code compliance issues;
- Provides a consistent and comprehensive flow of information to and from all staff in regards to fire prevention activities and events;
- Serves as the fire prevention liaison to outside agencies; negotiates and helps resolve sensitive and controversial issues;
- Coordinates activities with program managers and staff, striving for consistency throughout the organization;
- Participates in post-incident critiques;
- Investigates and resolves citizen's inquiries and complaints;
- Participates in the performance of staff evaluation process, including counseling, monitoring of any subordinates, and investigation and documentation of issues;
- Makes recommendations regarding capital purchases and fire prevention needs to the Fire Chief;
- Represents the department at various community meetings and events;
- Researches and prepares reports for presentations to citizens, the Board of Directors, the Fire Department as a whole, the Town of Waxhaw, and other groups;
- Prepares and maintains a variety of records and manuals;
- Represents the department at special events including parades and open houses;
- Responsible for the development and implementation of goals, objectives, policies, and priorities for fire prevention bureau programs and services;
- Participates in the development and administration of the department's annual budget;
- Prepares a variety of public information materials; conducts or has subordinates conduct public information/education classes related to fire prevention, code enforcement, and other department activities;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire prevention, code enforcement, plans review, and management;
- Performs other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: Must have knowledge of the NC Fire Code and applicable fire prevention laws and regulations; Principles and practices of plans review; Fire safety education programs and delivery; Geography and street layout of the service districts and surrounding area; Laws and regulations pertaining to fire and emergency medical service operations; Personal protective equipment; Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; Departmental and Town of Waxhaw policy and procedures and manuals of operations; Principles of supervision, training, and performance evaluation; Pertinent federal, state, and local laws, codes, and regulations; Algebraic and arithmetic computations; English usage, spelling, grammar and punctuation; Principles and practices of customer service.

PHYSICAL REQUIREMENTS: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential job functions unless the accommodation(s) imposes an undue hardship upon the essential duties and responsibilities of the department. equipment including goggles, face protector, helmets, gloves, and safety shoes and may be asked to travel outside the fire district and county boundaries to attend meetings and training. The Fire Department environment is team oriented having life or death tasks, pace and pressure. Duties are frequently performed in hostile and hazardous environments.

Environment: This individual must frequently travel to various locations to complete inspections, plan reviews, code enforcement, fire prevention programs, and fire safety education programs; frequent exposure to noise, dust, grease, fumes, airborne particles, noxious odors, gases, and explosives; and all types of weather and temperature conditions; frequently works near moving mechanical parts, in areas of limited and restricted entry and exit, and in highly precarious places; exposure to vibration from equipment and vehicles; operation of hand and foot controls or repetitive body motions; extensive public contact on emergency and non-emergency scenes; the noise level in the work environment can be extreme and may be very loud; wears appropriate and heavy personal protective

EDUCATION AND EXPERIENCE: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Three (3) years of experience as a NC Fire Inspector with additional experience in plans review and code enforcement;
- Certified NC Fire Inspector Level III;
- Graduation from the NC Fire Prevention School;

SPECIAL REQUIREMENTS: Possession of valid North or South Carolina Driver's License. Final applicant subject to pre-employment drug screening and background check.

BENEFITS: 5% 401k OR 457 Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance and more.

CLOSING DATE: Open Until Filled

SALARY: \$64,040 - \$96,060

SUBMIT RESUME AND COMPLETED APPLICATION TO:

Human Resources Director
Town of Waxhaw
PO Box 6
1150 N. Broome Street
Waxhaw, NC 28173

EMAIL: wdavenport@waxhaw.com

ONLINE APPLICATION: www.waxhaw.com