



JOB DESCRIPTION: FIRE MARSHAL

Position Summary:

This position is responsible for enforcing all laws, ordinances, codes and regulations with respect to fire prevention, investigation, and administration. The Fire Marshal will perform residential and commercial inspections, in accordance with nationally adopted Fire Prevention Code and Local Ordinances. Serves as the Chief Fire Investigator and will document all fires of a serious nature. The Fire Marshal keeps the records of all fires and investigations. The position will review land development and new construction plans related to fire prevention and protection. The position will also conduct regulatory compliance inspections pertaining to change of occupancy and life safety codes. This position reports to the Director of Planning, Zoning and Code Enforcement.

The Fire Marshal will assist the Emergency Management Coordinator, who is responsible for developing and maintaining the Municipalities Emergency Management Plan. The Fire Marshal will also assist the Building Code Official, who is responsible for enforcing residential and commercial Building Code standards and conducting onsite inspections of construction activities.

Essential Job Functions:

- Responsible for fire prevention programs to ensure compliance with state and local fire laws, codes, and regulations.
- Responds to serious fire calls; conducts on-site fire origin and cause determinations and other fire-related investigations; collects evidence; diagrams and photographs scene; interviews witnesses and suspects; interfaces with the Investigation Division of the Towamencin Township and Pennsylvania State Police Departments regarding any fire-related criminal activity; makes court appearances to provide testimony.
- Communicates regularly, by telephone, letter, and electronic mail or in person, with developers, builders, department heads, local, state and federal fire, and county emergency services.
- Inspects existing buildings and premises for change of use, occupancy or compliance with applicable code and ordinances.
- Investigates and addresses complaints dealing with violations of various Township codes and standards.
- Performs computerized record-keeping, tracking, and report filing for all fire inspections and investigations according to federal, state, and local guidelines and laws; maintains records of fire code inspections and violations.
- Attends meetings and training workshops and seminars as required.
- Serves as an assistant to the Township's Emergency Management Coordinator.

- Serves as an assistant to the Township's Building Code Official.
- Enforces regulations on projects requiring building and related permits for new construction, additions, and alternations to existing buildings in an assigned district.
- Oversees the Township's Knox Box Rapid Entry System.
- Serves as the Township's Safety Coordinator, as assigned.
- Performs all other duties as assigned.

Job Qualifications:

Education and Experience:

- Associate's degree in Fire Science, or related field, or at least 10 years in a fire service command position.
- Minimum five (5) years fire service experience including fire investigation, code enforcement, fire prevention and firefighting.
- Fire prevention/inspection training from accredited fire training facilities.
- Must be familiar with NFPA, ICC, DEP, EPA, FEMA, OSHA Codes, Standards and Requirements.
- Current PEMA Emergency Management Coordinator Certificate
- Nationally Certified Fire Inspector I
- Nationally Certified Fire Investigator (ability to obtain reasonably)
- Additional ICC certifications preferred
- A valid Pennsylvania driver's license Class-C.
- Knowledge of Microsoft Office Word, Excel, and Outlook software programs for word processing, spreadsheet and electronic mail functions as well as Fire Service-related Records Management Computer Program and Computer Aided Design or Drawing Programs.
- Any combination of education, training and experience that provides the required knowledge, skills and abilities.

Knowledge and Abilities:

- Extensive knowledge of Pennsylvania Building Codes, NFPA Standards, and Township Ordinances.
- Fire fighting experience preferred and strongly encouraged.
- Extensive knowledge of the theory and design of fixed and portable fire detection and suppression systems.
- Thorough understanding, including theory and application, of current trends in fire, building and life safety standards.
- Thorough knowledge of the occupational hazards and appropriate safety precautions involved in firefighting, rescue, and emergency management operations.

- Ability to meet with the public and effectively explain and interpret the Township's code, standards and ordinances, including the intent thereof.
- Ability to establish and maintain effective working relationships with developers, builders, property owners and Township Officials in situations that may involve stress.
- Ability to read and interpret complex plans, specifications, blueprints and various codes and standards.
- Ability to recognize potential fire hazards and violations of fire-related codes and standards and assist property owners/occupants on proper corrective actions.
- Ability to deal tactfully and impartially with township officials, residents, business owners, tenants, and contractors.
- Ability to work with the Towamencin Volunteer Fire Company, including running calls during working hours, as assigned.

Physical Requirements:

- Withstand exposure to weather, unprotected heights, uneven or slippery surfaces, and dusty conditions frequently, and to high noise levels, temperature extremes (up to 100 degrees Fahrenheit and down to 0 degrees Fahrenheit) and hazardous materials, occasionally.
- The employee is subject to hazards associated with fire inspection and investigation work including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as high heat, chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places.
- The employee is also exposed to atmospheric conditions and blood-borne pathogens, and may be required to work in close quarters and damaged structures.
- Stand and walk for prolonged periods, climb, bend, crouch, kneel, lift, climb ladders, handle vehicle controls, tools, carry, push and pull up to 100 lbs., and reach at all levels.
- Work in a confined space.
- Maintain a professional appearance/uniform, Fire Marshal Department Badge and Identification.

Equipment Handled:

- Office Equipment:
 - Computers and associated devices connected to our network, various office machinery
- Township vehicles, digital cameras, self-contained breathing apparatus, various personal protective equipment, radio, flashlight, various hand tools and codes, standards manuals and two-way radio communication devices, alpha/numeric emergency paging devices.