

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Employee Name:		Position Title:	Fire Marshall
Class Number:		Class Title:	Fire Marshall
Dept./Div.:	Fire Prevention Bureau	Employment Status:	Part-time
Reports to:	Mayor	FLSA Status:	Non-exempt
Normal Hours:	varies	EEO Status:	03 – Technician

QUALIFICATIONS: An example of acceptable qualifications:

Completion of post-secondary education (Associate's degree or higher) required; minimum of four (4) years of relevant experience and/or training; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the Village's vehicle insurance policy; must be certified as a Certified Fire Safety Inspector; must have completed both State of Ohio Firefighter I and Firefighter II certifications.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Personal computer, printer, copy machine, fax machine, and other standard business office equipment; department vehicles (e.g., fire trucks, aerial ladder, pumper, etc.), ground ladders, generators, fire-fighting tools and equipment, emergency medical services instruments and equipment, rescue tools and equipment, HAZMAT equipment, power tools, breathing packs, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85 dB; exposed to possible injury from, hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment of machines (e.g., fire apparatus and at factory inspections); exposed to possible injury from explosions and/or falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to hazardous driving conditions; works second or third shift; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 70% (1) Manages and administers a comprehensive fire prevention program (e.g., inspects buildings and facilities; abates fire hazards; conducts field inspection construction projects; evaluates existing fire safety conditions, and federal, state, and local codes applicable to fire safety; makes comprehensive, technical plan checks of proposed projects to determine fire safety conditions and needs, etc.); performs annual inspections of all fire suppression systems.
- 25% (2) Reviews plans, conducts inspections, and investigates fire causes and arson cases; supervises and participates in the conduct of fire loss investigations; determines the origin, cause, and loss value of fire incidents.
- (3) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (4) Maintains required licensure and certifications, if any.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (7) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: *Village/department goals and objectives; *Village/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; computers and computer programs (e.g., Microsoft Office, etc.); English grammar and spelling; budgeting; inventory control; purchasing; interviewing; public safety radio dispatching procedures; two-way radio operations; structural design principles; fire zoning/building code; fire inspection techniques; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules, and regulations; tools and equipment utilized in firefighting operations; government structure and process; safety practices and procedures; fire certification/licensure requirements; government grant programs; emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical terminology; proper lifting techniques; investigation techniques; disaster management; public relations; media relations; community resources and services; office practices and procedures; records management; fire science; labor relations; employee training and development; supervisory principles and practices; manpower planning; office management; public administration; business administration; project management; local geographical area.

Skill in: word processing; computer operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation; use of bench and/or hand tools.

Ability to: carry out instructions in written, oral, or picture form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; calculate fractions, decimals, and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; write instructions and specifications; use proper research methods to gather data; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct

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Page 3 of 3

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effective interviews; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; demonstrate physical agility; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; lift, position, and move individuals according to established procedures; operate fire equipment; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Date Adopted: 3/11/19

Developed by:
Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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