



JOB DESCRIPTION

Job Title:	Fire Marshal		
Department:	Fire Department		
Classification:	Non – Exempt Safety Sensitive		
Pay Grade:	Fire - Grade F2		
Pay Range:	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
	\$34,650	\$44,352	\$56,771
Reports to:	Fire Chief		
Date Updated:	July 2021		

SUMMARY

The duties of this position include both Fire Marshal and Code Enforcement duties; with an emphasis on responding to fire and medical emergencies, technical rescue and various non-emergency duties.

This position requires a self-starter, multi-tasker, good time manager and ability to perform job assignments with minimal supervision. Prompt and regular attendance is required for this position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Plan Review
- Fire Inspection
- Pre-Plan Inspections
- Fire Code Enforcement
- Fire Response
- Fire Investigation
- Medical Emergencies
- Technical Rescue
- Carryout orders from Chief
- Identify and contact property owners regarding code violations set forth in Part 8 Health and Sanitation of the Grove City Code of Ordinances
 - Nuisances in General
 - Trash and weeds
 - Dismantled, Junked, Abandoned Vehicles
 - Hazardous Materials and Waste

Dilapidated buildings

- Follow OK Statute/City Code abatement process including proper notification/mailling/posting
- Keep records on Code Violations, follow-thru until violation is compliant
- Provide presentation of evidence of violation in Municipal Court as needed
- Provide staff support to the City Management and City Council as needed
- Remove illegal signs
- Other duties as assigned.

PERIPHERAL DUTIES

- Deal with the public professionally
- Make appropriate decisions using good judgment and assume responsibility for decisions made
- Abide by the Personnel Policies and Procedures Manual.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SAFETY SENSITIVE POSITION

This position is a 'Safety Sensitive' position as defined by the United States Department of Transportation and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "Safety Sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana License will not excuse you from the testing process, or the consequences of testing positive for marijuana.

- Performing Firefighter Duties;

QUALIFICATIONS

Education, Licensure, or Certification

- Minimum high school diploma or equivalent
- Firefighter 1
- EMT-B
- Fire Inspection
- Fire Investigation
- State Code Enforcement Certification

Experience, Specialized Knowledge, and Other Requirements

- Operation of Fire and Emergency Medical Services tools and equipment
- Must demonstrate a high level of integrity
- Must deal courteously and diplomatically with the public
- Must communicate clearly and effectively, both orally and in writing
- Requires employee to be on-call as needed

Knowledge, Skills and Abilities – With or without accommodations

Knowledge

- Knowledge of Fire Department functions
- Fire Behavior
- Fire Department equipment and tools
- Construction knowledge
- Communication skills
- Ability to multi-task
- General clerical abilities
- Knowledge of Microsoft Office
- Knowledge of the geography of the City of Grove corporate limits
- Knowledge of City Code of Ordinances
- Knowledge of Oklahoma State Statute notification process regarding code violations
- Knowledge of policies, procedures and general functions of a municipal government
- Ability to identify Code Violations

Physical

- Ability to perform work requiring good physical condition
- Ability to lift and move up to 125 pounds
- Ability to operate tools required for fire operations
- Ability to work in high heat and cold environments
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction
- Has ability to work within environment described below

Cognitive

- Ability to listen, understand, read, write and communicate information
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems
- Ability to establish and maintain effective working relationships with other employees, supervisors, other agencies and the public.

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works outside in high heat and extreme cold weather conditions; also works in typical office setting. At times this position will work in a stressful environment that could place the person in hazardous conditions. Personal protective equipment shall be provided by the City and shall be worn when required.

SUMMARY

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand my duties described above.

Employee

Date