



Upper Darby Township

JOB DESCRIPTION: FIRE MARSHAL

DEFINITION

The Fire Marshal has overall responsibility for the Fire Prevention/Community Risk Reduction initiatives where they direct, oversee, and coordinate the functions and activities of assigned personnel to achieve desired goals; provides guidance to assigned staff performing fire prevention, enforcement of laws, codes, and ordinances related to fire and life safety, plan review and inspection of new construction, public education, fire investigation services, and emergency preparedness all in an effort to reduce community risk.

SUPERVISION: RECEIVED AND EXERCISED

Under general direction from the Fire Chief or designee. Provides direct supervision of professional level staff such as inspectors, community risk reduction specialists, fire investigators, etc. and indirect supervision of clerical and other technical positions or contracted employees. Exercises discretion and independent judgment with respect to assigned duties.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level classification and exercises independent judgement according to departmental regulations and Municipal Ordinances. The Fire Marshal is an administrative position and works a 40-hour work. The Fire Marshal along with the Fire Chief is the primary contact with the public, other agencies and may be called upon to represent the Township in court. Responsible for effective education programs and information on fire prevention and community risk reduction.

EXAMPLES OF DUTIES

Duties include, but are not limited to, the following:

ESSENTIAL JOB FUNCTIONS:

- The Fire Marshal performs supervisory and skilled fire prevention, risk reduction, and investigation duties; directs departmental personnel in effective disaster preparedness, fire prevention, and investigation methods.
- Directs, coordinates, manages, and administers the activities of the Fire Department as they relate to fire prevention, risk reduction, fire investigation, water systems, plan review, budgeting, scheduling, fire and building codes, related laws, and ordinances relevant to the function of the Department. Reviews and develops fire and life safety codes, ordinances, and policies to ensure a reasonable degree of fire and life safety exist according to federal, state, and local laws.

- Meets with architects, engineers, contractors, a variety of outside agencies, and the public to advise on fire prevention and life safety issues affecting development and construction activities; provides technical expertise concerning fire protection infrastructure planning.
- Effectively devises plans and implements fire and life safety objectives that are a result of a community risk analysis.
- Forecast future community fire and life safety needs, coordinate functions and activities, establish priorities, and implement mitigation through education, engineering, economic incentives, emergency response and enforcement.
- Recommends staffing levels and assignments for Community Risk Reduction Unit of the Fire Department, operations; approves leaves, vacations, and overtime; and maintains records. Evaluates job performance of assigned personnel.
- Conducts research, analyzes statistical data, performs other special projects, and coordinates departmental programs. Identifies problem areas and devises solutions; anticipates future needs and recommends appropriate actions. Responds to and mediates complaints regarding community risk issues with community and Township members.
- Regular, predictable, consistent, and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public safety.

OTHER JOB DUTIES

Recommends staffing levels and assignments for Community Risk Reduction Unit of the Fire Department, operations; and maintains records. Evaluates job performance of assigned personnel. Delegates duties, tasks, and/or authority to other staff. Ensures the safety and security of assigned personnel. Provides a work atmosphere conducive to employee work production and job satisfaction. Limits unnecessary work obstacles and responds promptly to visible or stated employee concerns.

Conducts research, analyzes statistical data, performs other special projects, and coordinates departmental programs. Identifies problem areas and devises solutions; anticipates future needs and recommends appropriate actions. Responds to and mediates complaints regarding community risk issues with community and Township members. Participates in determining departmental goals and objectives; establishes priorities for goal accomplishment; monitors and evaluates overall performance and progress.

Advises Department personnel as to the meaning of policies, rules, regulations, directives, and enforces adherence to policies by others. Attends and participates in meetings and briefings; establishes and maintains communication with internal and external customers to exchange information and coordinate activities.

Prepares reports, memos, notices, e-mails, instructions, and other written correspondence, which are both intra- and inter-departmental in nature including press releases and council communications. Prepares, reviews, and administers Department training programs related to

prevention and investigation. Participates in training classes and other continuing educational opportunities to maintain certifications and stay current with industry standards. Provides liaison with governmental agencies. Performs administrative assignments and special projects as directed. Trains, plans, operates in, and provides technical oversight for various positions as required during training. Responds to major incidents as a technical advisor to the Incident Commander. Other related duties may also be performed; everyone holding this classification necessarily performs not all duties listed.

Provide educational programs to the Public, other agencies, and other divisions/units of the Fire Department.

QUALIFICATIONS

Knowledge of:

- Management and leadership methods, procedures, and training principles. Fire department organization, administration, and budgeting principles and practices.
- Applicable federal, state, and local laws, rules, regulations, ordinances, codes, standards, and procedures relevant to fire inspection and investigation Federal, state, and local laws, codes, ordinances, and regulations related to fire prevention, suppression, investigation, and control.
- Principles, practices, and techniques of fire prevention and investigation, community risk reduction, code enforcement, inspection, and hazardous materials use, handling, storage, and disposal.
- Practices of researching fire prevention and community risk reduction issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the Township in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Geography of the Township, location of water mains and fire hydrants and the location of major fire hazards in the Township. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Township staff.
- Modern office practices, methods, and computer equipment and applications related to the work.

Skill in:

- Use of computers, computer applications and software. Written and oral communication including use of social media. Methods and techniques of firefighting.
- Strategically forecast needs of Department and Township.
- Effectively lead project teams and coordinate complex programs, utilizing highly developed project management skills.

Ability to:

- Direct and guide others in the accomplishment of tasks and goals; clearly communicate expectations and standards to staff.
- Contribute to development of plans and programs in a supportive, solution oriented, and collaborative manner.
- Actively support management decisions and policy, motivate employees toward organizational goals through collaboration, cooperation, and participation.
- Communicate the Department's mission and values to the community.
- Establish and maintain effective working relationships with internal and external customers.
- Supervise and administer complex, technical, and sensitive fire inspection and investigation related programs in an independent and cooperative manner. Utilize a critical thinking approach, quickly perceive, and define problem areas, and identify options and impacts.
- Interact with people in a respectful, tactful, and diplomatic manner. Treat subordinates in a fair, consistent, and impartial manner with due recognition for individual differences and develop subordinate staff with succession planning as a goal.
- Delegate and coordinate work appropriately and effectively.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, regulations, ordinances, and standards relevant to fire inspection and investigation.
- Work within recognized codes and laws to explore alternate means and methods to ensure a reasonable degree of fire and life safety.
- Read and understand architectural and engineering plans and specifications.
- Communicate orally and in writing in a considerate, clear, and understandable manner. Write effective correspondence and technical reports to and for people at all levels of the organization and the public.
- Make presentations that are well ordered and tailored to the target audience including Township Council, business groups, community members and other stakeholders.
- Effectively express ideas in writing (including grammar, word usage, organization, and structure). Understand the meaning from a variety of written sources (such as laws, codes, training, and reference material).

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience – 5 years of experience to demonstrate possession of the knowledge and abilities listed above, direct supervisory experience is highly desirable.

Education – A Baccalaureate degree or equivalent from an accredited college or university with major course work in fire science, public administration or related field is required.

Possession of a valid Fire Investigator, Fire Inspector, and Plans Review Certification highly desirable.

Licenses and Certifications:

Driver's License: This classification requires the use of a personal or Township vehicle while conducting Township business. Individuals must be physically capable of operating the vehicle in a safe manner, including during emergency operation and response, and must possess and maintain a valid Pennsylvania motor vehicle operator's license.

Incumbents must obtain First Aid / CPR / AED certification prior to the completion of the probationary period and thereafter maintain throughout employment.

Background Requirement: Prior to hire, must successfully complete and pass a background investigation. This position requires a one-year probationary period.

ADA COMPLIANCE

This position is an Office and Field position. When in the field, the incumbent is required to be more physically active than in the Office.

Physical Ability:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in an office setting.

Heavy Work:

Exerting more than 50 pounds of force occasionally, and/or more than 30 pounds of force constantly to move objects.

Sensory Requirements:

Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures, or physical appearance associated with objects and people.

Environmental Factors:

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers. When performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven, or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices, observe or monitor objects, such as fire protection equipment and systems to comply with safety standards.