



Borough of Pottstown

FIRE MARSHAL

Classification: Regular, Full Time
Reports To: Borough Manager
FLSA Status: Exempt, Salaried (Administrative)
Work Location: Borough Hall
Date Prepared: March, 2018
Approved by: Borough Manager
Salary Range: \$51,000 to \$55,000 / year *Dependent Upon Qualifications*
Employee Benefits: Medical, Dental, Vision & Prescription Coverage; Life Insurance; Vacation; Personal Days, Pension Plan and Education Allowance

POSITION SUMMARY

Responsible for insuring the compliance with and enforcement of all applicable Fire Codes within the Borough of Pottstown for public and private buildings, infrastructures, vehicles, equipment and other property as assigned. This position reports to the Fire Chief as designated by the Borough Manager.

Collaborates with all Borough employees and departments and provides information for public and private entities. Conducts building inspections, review and approve permit applications. Works in accordance with the highest standards of professionalism in fostering fire safety and fire prevention in the Borough of Pottstown.

EDUCATION AND EXPERIENCE

- High School Diploma or GED is required. Associates Degree is desired.
- A minimum of five (5) years of progressively responsible firefighting experience.
- A minimum of five (5) years of experience conducting fire inspections and enforcement of the ICC International Fire Code.
- A minimum of five (5) years of experience conducting fire origin and cause determination.

PRIMARY JOB RESPONSIBILITIES

- Inspects building structures to assure compliance with ICC Fire Codes.
- Investigates and prepares reports on Fire Safety and building use complaints.
- Reviews building plans and inspects new construction sites and projects for fire inspections and compliance.
- Provides recommendations and guidance to individuals, contractors and other public and private entities on the conformance and compliance with and the enforcement of all related and applicable Fire Codes and laws.
- Recommends the approval and disapproval of the issuance of building and construction permits with respect to compliance with ICC Fire, Building and Mechanical Codes.
- Issue Fire Marshal Permits as required by the Fire Code and Borough Ordinances.
- Issue citations for fire code violations along with preparing required corrections.
- Investigates fire scenes individually or as part of an investigative team, interviews witnesses and conducts physical inspection of fire scenes.
- Prepares and submits fire scene inspection reports and investigation summaries in a thorough and timely manner. Prepares court related reports and testifies in court related matters.
- Inspect and approves fire suppression, sprinkler and fire alarm systems.
- Conducts fire prevention training and fire safety education seminars.

- Maintains records in a confidential and appropriate manner.
- Assesses hazardous substances on a preventative basis or as part of an investigation for Fire safety and hazardous substance code compliance.
- Operate job related equipment, may be required to climb ladders, stairs, inspect roofs, foundations, walls and work on hands and knees.
- Occasionally attends Borough Council meetings and other meetings as required or as needed; prepares and delivers presentations to the public and to Borough Council as needed.
- Other duties as assigned by the Fire Chief as designated by the Borough Manager.
- This position is not involved in fire suppression or rescue responsibilities.

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.

REQUIRED KNOWLEDGE AND SKILLS

- In depth knowledge of fire safety, fire hazards, firefighting and hazardous material policies and practices.
- In depth knowledge of building materials and building plans.
- In depth expertise in conducting fire scene investigations and inspections.
- In depth knowledge of building codes, occupancy laws and all related building codes for public and private construction and infrastructure.
- In depth knowledge of hazardous substances and related Fire code compliance including the handling, disposal and storage requirements for all hazardous substances.
- Able to correctly read and interpret building blueprints and building plans.
- Ability to effectively present fire prevention and fire safety training to the public.
- Ability to use MS Word, MS Excel, MS Outlook and other job related software effectively.
- Demonstrate professionalism and high quality customer service to Borough residents and general public.
- Able to build and maintain effective working relationships with other employees by engaging in effective, regular and respectful communications.
- Ability to fulfill job responsibilities in conformance with applicable laws and Borough procedures and policies.
- Ability to maintain confidentiality and demonstrate professionalism with sensitive or confidential Borough matters.
- Effectively skilled in conflict management and handling job related emergencies.
- Ability to drive and operate vehicles and equipment required to perform inspections.

LANGUAGE SKILLS

- Ability to read, analyze and interpret forms, written communications and job related documents.
- Ability to write, speak and read English in a clear and effective manner and interpret communications accordingly.
- Ability to interpret and respond to inquiries or complaints from public, government agencies and/or citizens and businesses located in the Borough of Pottstown.
- Ability to effectively prepare reports or information that conforms to prescribed format, standards and content.

QUANTITATIVE / MATHEMATICAL SKILLS

- Ability to satisfactorily apply High School level mathematics, arithmetic and accounting principles and functions.
- Ability to conduct financial analysis and communicate effectively to all levels of the organization about job related functions and processes.

LICENSES AND CERTIFICATIONS

- Must possess and maintain a valid PA Driver's license, with an acceptable driving record for the past three years.
- Possess a minimum of Firefighter I (issued by either Pro Board or IFSAC). Firefighter II desired.
- Possess a minimum of NFPA 472 Hazardous Materials Operations (issued by either Pro Board or IFSAC).
- Possess and maintain a minimum of Fire Inspector I certification (issued by ICC). Fire Inspector II desired.
- Possess and maintain a minimum of NAFI-Certified Fire and Explosion Investigator. IAAI-CFI desired.
- Possess or the ability to obtain within one year of hire the ICC Mechanical Inspector certification and ICC Commercial Building Inspector certification.

REASONING ABILITY

- Ability to define problems, collect and organizes data, establishes facts, and draws valid conclusions.
- Ability to interpret instructions and understand concepts related to job duties.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- While performing the duties of this job, the employee will regularly be required to use hands and eyes to operate a vehicle and use other sensory skills to conduct visual inspections.
- The employee frequently is required to walk, sit, talk, hear and listen.
- The employee is occasionally required to stand, climb stairs or maintain their balance; stoop, kneel, crouch, crawl, taste or smell.
- The employee must be able to reach with hands and arms and use hands to finger, handle, or operate objects, tools or controls.
- The employee must occasionally lift and/or move items weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust vision focus.

WORK ENVIRONMENT

- Work is performed primarily in the office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts.
- Work is occasionally performed in emergency and stressful situations.
- The employee may be exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, chemicals, liquid chemicals, solvents, and oils.
- Occasional exposure to outdoor weather conditions including rain, sun, snow, wind and close proximity to traffic situations.
- Temperature exposure may range from 0 degrees and up to 100 degrees (Fahrenheit).
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

Reasonable accommodations will be considered and implemented for individuals with disabilities in order to assist them in performing essential job functions.

APPLICATION DEADLINE: FRIDAY, MARCH 23, 2018

APPLY ONLINE ONLY: <https://pa-pottstown.civicplushrms.com/careers/>

AN EQUAL OPPORTUNITY EMPLOYER / WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.