Job Description

Job Title:	Fire Marshal	Classification:	Classified
Department:	Fire	Grade:	342
Occupational Group:	Fire	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under limited supervision; inspects buildings and facilities in the City of Joplin for compliance with fire and life safety codes and ordinances; reviews compliance of all City fire and building codes for commercial plans, sprinkler systems, and fire systems; and directs and conducts fire scene investigations, as well as various community risk reduction activities.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Reviews plans, drawings and specifications for new commercial construction or modifications and additions to existing commercial buildings and facilities to ensure compliance with City, State and Federal building, fire, and Hazardous Materials Storage codes, ordinances, and regulations.
2. Develops a plan for the systemic inspection of business, industrial, and other commercial buildings and facilities in the City of Joplin to ensure compliance with applicable codes, ordinances, and regulations.
3. Assigns Fire Engine Company's responsibility for inspections; reviews inspections to identify and verify violation; ensures follow-up inspections are completed.
4. Trains departmental staff in fire safety inspection techniques, reporting, handling of hazardous materials, arson investigation techniques and other technically-oriented fire suppression, fire safety and related subjects.
5. Educates technical expertise with owners, developers, and design professionals regarding City of Joplin fire and life safety code requirements. Provides guidance on changes needed to comply with applicable codes, ordinances, and regulations.
6. Oversees and participates in fire scene investigations, as requested, or those resulting in loss of life or significant property damage to identify point of origins and fire causes; preserves and documents evidence, prepares reports, and presents sworn testimony in court in cases where arson is suspected or indicated. Counsels juvenile fire setters regarding the results of their behavior and consequences under the law of repeated behavior.
7. Attends public meetings with City boards and commissions to recommend approval, modification, or rejection related to fire and life safety code interpretation, proposals, variances, and waivers for capital improvement projects, development, zoning and building issues.
8. Works with industrial, business, and civic organizations to educate members on applicable codes, ordinances and regulations regarding hazardous materials storage, cleanup, recordkeeping, and reporting.
9. Works cooperatively with City personnel in outside departments to educate, inform, and ensure compliance with appropriate codes, ordinances, and regulations.

10. Contributes effectively to the Fire Department, communicates effectively with co-workers, both within Fire as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
11. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Researches, prepares, submits, and administers grants and requests for proposals for the Fire Prevention/Community Risk Reduction Division and others, as directed by the Fire Chief.
- Maintains database to track, research, and evaluate programs within the Fire Prevention/Community Risk Reduction Division.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: City, State and Federal Building Fire and Hazardous Materials Storage codes, ordinances, rules, standards, and regulations and development thereof; fire investigation principles and techniques; fire suppression principles, methods, techniques, and practices; fire equipment requirements for effective fire suppression; operating techniques, purpose and use of various tools, equipment, and apparatus used for fire suppression, rescue, and medical assistance operations; first aid, CPR and other basic emergency medical assistance techniques; project and grant management, research, analysis, and proposal development practices and principles; electrical, mechanical and building construction terminology, codes and ordinances; Microsoft Office Suite.

Skill in: Utilizings communications equipment in emergency and non-emergency operations; inspecting commercial facilities to identify Building, Fire and Hazardous Materials Storage code, ordinance or regulation violations; understanding and interpreting complex codes, ordinances, regulations, procedures and guidelines; applying basic and advanced emergency medical assistance techniques; preparing and conducting employee training and delivering presentations to the public; reviewing plans, drawings, and specifications; gathering and preserving evidence related to possible criminal investigations; planning, developing, organizing, and implementing special projects, procedures, and objectives related to fire prevention/community risk reduction; developing and administering budgets; effective communication with the public as well as staff; positive customer service skills; Microsoft Office Suite.

Education: Associate's degree in Fire Science, Fire Services Administration, or closely related discipline from an accredited college or university.

Experience: Five years of full-time fire prevention and fire suppression work experience. Prior experience, instruction, or certification in fire inspection and investigation is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license; certification from an International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualification (ProBoard) accredited agency as a Firefighter I & II, Fire Inspector and Fire

Investigator. Within six months of employment must complete certification as a Fire Investigator with the Missouri Division of Fire Safety. EMT or Paramedic license preferred.

Physical Demands Requirements and Working Conditions

This position works in both an office classification and in the field. Must possess mobility to work in and around City buildings and facilities, to operate a motor vehicle and drive on city streets; stamina and mobility to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate necessary tools and equipment. The fieldwork requires walking in areas to perform investigations, identify problems or hazards. The position requires one to bend, stoop, kneel and reach when completing fire scene operations or inspections. Must be able to lift, carry, push, and pull materials and objects weighing up to 20 pounds or heavier weights with the use of proper equipment. Field work may require exposure to unstable buildings, hazardous chemicals, body fluids, infectious diseases and air and blood-borne pathogens. Building and facilities visits may require exposure to constant noise, cold and hot temperatures, heights, mechanical, chemical, and electrical hazards, and hazardous physical substances, odors, and fumes.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Work requires wearing of a Self-Contained Breathing Apparatus (SCBA) and confining equipment or gear for an extended period. Must meet and maintain NFPA 1582, and other applicable Federal, State, and Departmental physical fitness and physical training standards established prior to and during employment. Must be 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	