

**JOB DESCRIPTION
CITY OF SPRINGFIELD, MO**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Fire Marshal</u>
Sch & Grade	<u>FPS-7</u>
Class Code	<u>CC55</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>IAFF</u>
Occupational Group:	<u>Fire</u>

PRIMARY PURPOSE:

Serves as a Fire Marshal in an assigned program area of the Springfield Fire Department. Program areas include Fire Investigations, which handles all investigations of fires and explosions, public education, inspections, fire investigations, fire safety, Fire Prevention Code enforcement; and Administration in which incumbent serves as Technical Assistant to the Fire Chief to carry out fiscal, administrative, operational, and planning functions. Incumbents in the Fire Prevention Programs may be assigned to law enforcement, fire investigation or code enforcement and public education, depending on department needs.

SUPERVISION:

Under the general supervision of the Assistant Fire Chief assigned to the Technical Services Division.

**DESCRIPTION OF WORK:
ESSENTIAL FUNCTIONS**

1. Interprets and enforces the International Fire Prevention Code as adopted by the City and as assigned by Fire Department Management.
2. Investigates fires and explosions, including false fire and bomb reports, determines cause and origin, and completes reports.
3. Analyzes fire scenes, identifies, collects and preserves evidence.
4. Conducts fire safety inspections of public and private buildings or property, identifies violations, and coordinates corrective action as necessary to obtain compliance.
5. Identifies and interviews witnesses and suspects; locates and causes or effects the apprehension and arrest of arson suspects.
6. Takes photographs, as necessary, to document findings of inspections, investigations and other fire prevention activities.
7. Directs and participates in rendering safe, removal, and disposal of commercial, military or improvised explosive devices.
8. Utilization and familiarization of specialized bomb detection and diffusion devices; including but not limited to, bomb robotics and canine investigation techniques.
9. Coordinates with various federal, state and local agencies concerning inspections and investigations.
10. Reviews building plans and blueprints, as assigned, for compliance with fire safety standards; determines problem areas and recommends corrective action before approving.
11. Performs prolonged sitting, walking or standing while investigating fires, arson cases and conducting building or grounds inspections.
12. Climbs ladders and stairways; maneuvers under, over or around obstacles; and lifts and carries objects during investigations.
13. Operates fire department vehicles including cars, vans and pickups.
14. Prepares and presents clear, accurate and detailed written reports.
15. Utilizes knowledge of computers for inputting information into various records management databases, researches and retrieves information from various computer resources, and uses word processing for report writing.
16. Participates in refresher courses, in-service training, seminars and certification training as required.
17. Receives and answers complaints verbally or in writing.
18. Testifies in court when required.
19. Plans, prepares and delivers various public education programs regarding fire prevention and safety.

IMPORTANT FUNCTIONS:

1. Assists in the training of other fire department personnel.
2. Identifies and reports maintenance needs of assigned equipment.
3. Use of personal computer, reporting systems, and word processing devices.
4. Participates in an on-going physical fitness training program designed and/or approved by department administration.

Performs related work as required.

QUALIFICATIONS REQUIRED

Any combination of training or experience providing the following knowledge, skills and abilities:

Knowledge

Basic firefighting and fire science principles; including but not limited to, basic fire investigation and fire prevention.

Abilities

Follow oral and written instructions including interpreting and enforcing fire safety codes and related ordinances; read and interpret building construction plans; investigate and analyze fires and explosions; compile clear and comprehensive reports; deactivate, destroy and dispose of explosive devices in a safe and proper manner; train and instruct others in fire science, fire investigations, and fire safety principles; exercise sound, independent judgment; react quickly and calmly under stress; deal effectively and courteously with associates and the general public; successfully complete the Springfield Police Department’s Training Academy, or City-approved equivalent, in the principles and methodologies of law enforcement; communicate effectively both orally and in writing; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health or safety of others.

Experience, Education, and Training

Must be a high school graduate or have G.E.D. and at least five continuous years of experience in the Springfield Fire Department as of the announcement closing date, of which one year of continuous service shall be in the rank of Fire Equipment Operator or Rescue and Salvage Specialist or above and must have at least one year experience writing reports.

Physical Requirements

Visual defects cannot exceed 20/100 in both eyes and vision must be corrected to 20/30 in both eyes; successful long-term soft contact lens wearers shall not be subject to the uncorrected criterion; must be able to distinguish primary colors; must be able to pass a post offer medical examination including a hearing test.

Frequently/Routinely:

- Walk; climb ladders and stairways; sit for long periods of time; stand for long periods of time; lift, carry, push or pull weight up to 125 lbs; bend, squat, kneel, twist; reach to ground level and overhead; hold and grip objects; observe situations; hear and communicate information and instructions; observe and move about fire scenes, direct personnel and utilize firefighting resources.

Occasionally/Periodically:

- Lift, carry, push or pull weight up to 125 lbs. and work at heights of 100 feet or higher as required by emergency situations.

Rarely/Seldom:

- Run, crawl, or jump.

Working Environment

Both indoor and outdoor environments; susceptible to a variety of extreme weather conditions; often confined to a vehicle for long periods of time; subject to life threatening conditions and situations associated with firefighting, fire investigations, and bomb squad activities.

Licensing/Certification

Must obtain and maintain Missouri Fire Investigator certification. Must acquire and maintain certification as a Bomb Technician. Must obtain and maintain certification as a Missouri Fire Inspector I. Must possess a valid Missouri Motor Vehicle Operator's License. Must obtain and maintain Missouri state certification and commission as a law enforcement officer by a City-approved agency; must qualify with a City-approved firearm. If assigned to public education, must obtain and maintain Missouri State certification as a Fire Education Officer (NFPA, Oklahoma Standards or equivalent may be substituted for Missouri fire education certification). If appointed to the position of Firefighter after January 1998, must maintain Emergency Medical Technician certification throughout the appointment as Fire Marshal.

Miscellaneous Requirements

May be required to successfully complete extensive background investigation, post-offer polygraph examination and psychological evaluation, depending upon departmental assignment. May be assigned to 40-hour or 56-hour per week work schedule depending on department needs.

Last Revision: February 10, 2012

General Ordinance No. 4585

Comments: Updated Abilities

Date: January 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____