

**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:

Performs and administers fire origin and cause investigations, fire and life safety inspections, fire code review, interpretation and enforcement, duties related to the bomb squad, public education, and public relations.

Supervision:

Under the general supervision of the Division Fire Chief assigned to the Community Risk Reduction Division.

Description of Work:

Essential Functions:

1. Read, interpret, and enforce Operating Guidelines, Policy and Procedures, and the Fire Code as adopted by the City of Springfield, municipal ordinances, and state and federal laws.
2. Completes fire origin and cause investigations.
3. Responds to incidents involving bombs or explosives utilizing nationally recognized guidelines and standards. Directs and performs procedures for the disposal of commercial, military, improvised explosives, and improvised explosive devices.
4. Conducts fire and life safety inspections; identifies violations and coordinates corrective actions.
5. Takes photographs to document findings of inspections, investigations and other fire prevention activities.
6. Review building plans and blueprints for compliance with fire safety standards and enforce standards; completes certificate of occupancy inspections.
7. Performs prolonged sitting, walking, squatting or standing while conducting building and site inspections, investigations, emergency scene operations, and fire code enforcement.
8. Climb ladders and stairways; maneuvers under, over or around obstacles; lifts and carries objects during investigations and emergency operations.
9. Operates fire department vehicles and equipment, including staff vehicles, apparatus, and other specialized equipment.
10. Prepares and presents clear and accurate oral and written reports, to include handwritten and computer generated reports.
11. Utilizes knowledge of computers for inputting information into various databases, researching and creating documents.
12. Participates in and passes required training for all required certifications.
13. Prepares for and testifies in court when required.
14. Delivers public education presentations, participates in public relations, and provides media interviews when required.
15. Performs investigations and render safe procedures while utilizing bomb suits, powered air purifying respirators, and self contained breathing apparatus.
16. Receives and answers complaints verbally and in writing.

IMPORTANT FUNCTIONS:

1. Provides training to first responders.
2. Identifies and reports maintenance needs of assigned equipment.
3. Participates in an on-going physical fitness training program.
4. Seeks out, schedules, and obtains training for continuing education requirements for all required certifications.

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 laws and 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 Federal Bureau of Investigation (FBI) Hazardous Devices School (HDS); 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 a 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 Recue and Salvage Specialist or above.

Physical Requirements

Vision: Must be able to meet height, weight, vision, and hearing requirements of Hazardous Devices School throughout appointment. Must be able to pass a post offer medical examination.

Frequently/Routinely:

- Walk; crawl; climb ladders and stairways; sit and stand for long periods of times; lift, carry, push or pull weight up to 180 lbs.; bend, squat, kneel, twist; reach to ground level and overhead; hold and grip objects; observe situations, identify appropriate actions; hear and communicate information and instructions; observe and move about fire scenes.

Occasionally/Periodically:

- Run or jump.

Working Environment

Both indoor and outdoor environments; susceptible to a variety of extreme weather conditions; subject to extreme and/or constant noise; 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; subject to safety hazards such as toxic, chemical, electrical and mechanical depending on the emergency environment; subject to fumes, smoke, odors, poor ventilation, poor lighting and visibility and working in cramped spaces.

Licensing/Certifications

Must obtain and maintain Missouri Fire Investigator and Fire Inspector certifications. Must obtain and maintain Hazardous Materials Technician certification. Must obtain and maintain Hazardous Devices School (HDS) Bomb Technician certification. May be required to obtain and maintain certification through the Missouri Department of Public Safety as a peace officer. May be required to obtain and maintain commission as a law enforcement officer by a City-approved agency; May be required to qualify with a City-approved firearm. Must possess and maintain a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

May be required to pass a comprehensive and in-depth background investigation. Subject to call in and must be within 30 minutes of the city limits of Springfield while on-call.

Last Revision:	June 15, 2017	GENERAL ORDINANCE NO. 4585
Comments:	Revision of Primary Purpose, Supervision, Functions, Abilities, Physical Requirements, Licensing, Misc. Requirements	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:** _____