

Job Description

Township: Lower Moreland Township
Department: Administration
Position Title: Fire Marshal/**Emergency Management Coordinator**
Job Category: Management/Administrator

General Description:

This is a highly responsible fire prevention and code enforcement position including the inspection of buildings, the investigation of fires for origin and cause, and the administration of fire prevention programs. The responsibilities include planning, administering and directing the Township Municipal Emergency Management Program. The enforcement of all laws, ordinance and regulations with respect to prevention, investigation, fire suppression methods, training, hazardous materials, disaster preparedness, equipment review, alarm procedures, public and private dwellings and other matters pertaining to general public safety management and general fire management within the Township. This position also has the responsibility for making difficult fire safety code enforcement and fire origin decisions. This work requires that the employee have considerable knowledge, skill and ability in fire safety code inspection procedures and all state fire safety regulations.

Supervision Exercised:

Daily Fire Marshal operations for the Township.

Supervision Received:

Under the administrative direction of the Township Manager.

Typical Examples of Works: (Any one position may not include all of the duties listed nor do the listed examples include all of the tasks which may be required of this position.)

Directs, oversees, and participates in inspection of buildings and property for fire hazards and compliance with fire protection laws.

Directs, oversees, and participates in investigating origin, cause, and loss value of fires.

Plans, organizes and administers a program of fire prevention and public safety.

Directs, coordinates, and participates in fire safety and prevention activities with other governmental agencies, schools, and public and private groups.

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Develops and implements plans, methods, procedures and practices for reviewing building plans, conducting inspections, and investigating fire losses.

Prepares, updates, interprets, and enforces fire codes, ordinances, and standards.

Inspects storage, handling, and use of explosives, flammable substances, and hazardous materials.

Conducts commercial fire/life-safety inspections as needed.

Directs public safety personnel at major emergencies as required.

Issues written orders for elimination of fire hazards.

Issues complaints to law enforcement agencies where there is willful violation of orders, laws, codes, and ordinances.

Oversees review of new building plans to ensure compliance with laws, ordinances, and administrative rules for public fire safety.

Studies and interprets fire safety codes to establish procedures for issuing permits regulating storage or use of hazardous and flammable substances.

Gathers and reviews statistics and other relevant data related to fire incidents to evaluate and identify potential problem areas.

Supervises and participates in creating and maintaining complete and accurate records, reports, and files.

Prepares and maintains an Emergency Management Plan, Standard Operating Procedures and other required plans and documents.

Promotes and ensures proper employee training and compliance with adopted safety programs and procedures; ensures all equipment, materials and work conditions are adequately maintained to prevent accidents.

Attends meetings with the Township Manager and Board of Commissioners regarding Fire Marshal activities and projects.

Responds to concerns, inquires and complaints from the general public in both oral and written contexts.

Performs related duties as required.

Necessary Occupational Traits: Minimum Qualifications Needed to Perform
Essential Functions

Communicate Effectively.

Read and interpret Township policies and procedures, blueprints and technical literature.

Lead and motivate others.

Work closely with others.

Sit, handle office complaints and perform fine manipulation frequently.

Stand, walk, climb, bend and reach all levels occasionally.

Posses visual acuity (near vision continuously; mid and far vision, field vision, depth perception and color vision occasionally).

Lift and/or move up to 50 pounds.

Withstand exposure to weather, traffic hazards, high noise levels, dusty conditions and uneven surfaces occasionally.

Possess valid Pennsylvania Driver's License.

Job Location (Place (s) where work is performed):

Township Administration Building; Public Works Department; Huntingdon Valley Fire Company; various locations within and outside the Township.

Equipment (Examples of machines, devices, tools, etc. used in job performance):

Good working knowledge of Microsoft Office Word, Excel and Outlook software for word processing, spreadsheets, database and electronic mail functions and Township radio equipment.

Knowledge and proficiency in the use of fire and emergency service equipment.

Minimum Education, Training and Experience Required:

High School education or equivalent.

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Minimum five years experience, an Associate's Degree or higher in Fire Protection Engineering, Fire Science, Public Administration or related field from an accredited college or university, or an equivalent combination of education and qualifying experience and increasingly responsible technical, administration and managerial experience.

Individual must have Fire Inspector certification as required by the Uniform Construction Code.

Considerable knowledge of building constructions as it relates to fire safety.

Considerable knowledge of code enforcement and inspection principles and practices.

Considerable knowledge of local, state and national fire safety codes and regulations.

Considerable knowledge of fire training principles and practices.

Considerable skill in oral and written communications.

Considerable skill in fire cause determination.

Considerable ability to inspect buildings and facilities for fire code violations and to enforce the codes with firmness and tact.

Considerable ability to conduct modern and effective Fire Department training in a wide range of relevant subject areas.

Considerable ability to establish and maintain effective working relationships with supervisors, co-workers, developers, contractors, consultants, other governmental agencies, property owners and the general public.

Good ability to administer a fire safety code enforcement program and to prepare required reports.