

CODE:
FLSA: Exempt
GRADE: 120

**LAURENS COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

JOB TITLE: FIRE MARSHAL

THIS ENTIRE DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT IS AT-WILL

Employees of the County of Laurens and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender, sexual orientation, or age.

Reasonable accommodations may be available to employees or applicants of this position under the ADA/ADAA if given prior notice by the employee or applicant.

The information contained within this document has been designed to indicate the general nature and level of work to be performed by an employee within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, or work required of employees assigned to this position.

GENERAL STATEMENT OF JOB

Under limited supervision, enforces local, state and federal laws pertaining to fire and life safety issues. Work involves scheduling and conducting fire inspections, interpreting codes as requested, preparing required reports and records, and performing related technical work as required. May assist with fire and rescue operations as qualified. Reports to the Director of Fire Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Interprets life and fire safety codes, laws and regulations to engineers, architects, contractors, property owners and the general public.

Schedules and performs inspections of existing public buildings and inspections of buildings under construction to reveal and rectify fire hazards and prepares related records and reports.

Reviews plans for new construction and/or upgrades to ensure proper installation of fire safety devices and compliance with applicable codes.

Maintains thorough and accurate records of fire inspections; meets with contractors and property owners regarding inspection results; makes recommendations for changes as necessary to achieve compliance; follows up to verify that corrections have been made to comply with codes.

Issues violation notices; issues court summonses; prepares cases for prosecution in the event of non-compliance; testifies in court as necessary.

Coordinates fire prevention/fire and life safety education programs for schools, businesses, civic

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and community groups, and the general public.

Conducts training in fire inspection techniques and provides guidance to fire service personnel performing inspections.

Remains available 24 hours per day, seven days per week, for emergency response.

Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Keeps supervisor informed of inspection progress and any difficult or unusual situations.

Coordinates inspection activities with those of other County and municipal departments as needed.

Receives and reviews a variety of documents, including building plans, inspection reports, summons book and various other records, memos and correspondence.

Prepares and/or processes a variety of documents, including inspection reports, code and ordinance interpretations, violation notices, correction notices, plan review summaries, training materials, inspection schedules and various other records, reports, memos and correspondence.

Refers to policy and procedure manuals, ordinances, laws, regulations, computer manuals, building plans, technical manuals and code commentaries, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, digital camera, etc.; uses measuring devices, testing devices, hand tools, architect's ruler, general office supplies and computer word and data processing software. If assigned, uses fire suppression and rescue equipment and protective gear.

Interacts and communicates with various groups and individuals such as the supervisor, other County staff, fire service personnel and volunteers, contractors, developers, architects, property owners, engineers, other emergency response personnel, state and local officials, and the general public.

Attends training, conferences, seminars, and meetings to remain knowledgeable of modern fire prevention and inspection methods and administration; maintains required certifications.

Compliance with all personnel policies, departmental guidelines, and other applicable requirements is not optional and is a condition of employment.

ADDITIONAL JOB FUNCTIONS

May perform fire suppression, rescue and hazardous maintenance response duties as required and as qualified; serves as incident safety officer on the scene of emergencies.

Performs clerical duties as required, which may include preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, receiving and responding to e-mails and faxes, answering the telephone, etc.

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Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a four-year high school diploma or GED equivalent supplemented by one year of college or vocational/technical school education in fire inspection, fire administration, fire safety or related field, supplemented by six months to one year of related experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. The County of Laurens reserves the right to accept or reject any document presented as proof of education, training, or experience. Must possess Resident ICC Fire Inspector I and S.C. Fire Marshall Rules and Regulations and/or equivalent combination.; may be required to possess Firefighter certification. Must possess and maintain a valid South Carolina driver's license and good driving record.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office machines or tools within moderate tolerances or limits of accuracy. Annual fire fighter and fit testing is required.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and giving instructions and/or direction to co-workers or volunteers. Represents the county with diplomacy and high regard. Must be able to conduct business with a variety of people from various positions of responsibility with firmness while maintaining a cooperative attitude, tact, respect, poise, and confidence. It is essential to be able to maintain strict confidentiality while performing certain duties of this position.

Language Ability: Requires ability to read a variety of technical reports and documentation, policy and procedure manuals, codes, construction plans, specifications, etc. Requires the ability to prepare inspection records and reports, notices and correspondence, lists, logs, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages including fire safety, fire science, building construction, plan review, code enforcement.

Numerical Aptitude: Requires the ability to use practical applications of fractions, percentages, ratios and proportions, measurements or logarithms; may use algebraic solutions of equations and equalities, deductive geometry and/or descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, to operate motor vehicles and fire suppression equipment.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment,

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control knobs, buttons, switches, catches, hand tools, measuring devices, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the organization as they pertain to the performance of duties of the Fire Marshal. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of principles and practices in fire inspection, fire prevention and fire safety; general building construction; safety standards for commercial, industrial and residential buildings; building fire and life safety codes; sources of information related to code enforcement. Is able to read and interpret building and construction plans, diagrams and specifications, and fire and life safety equipment installation plans; prepare, verify, analyze and reconcile complex inspection and code records, reports and recommendations; apply technical knowledge and follow proper inspection techniques to detect deviations from plans, regulations and standard practices; advise on fire code compliance requirements for residential, commercial and industrial buildings; make mathematical calculations rapidly and accurately. Has knowledge of fire suppression, rescue and hazardous materials incident response practices and is able to perform the same as needed; is able to determine and ensure safety on fire grounds as required. Knows how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner. Is able to act calmly and make sound decisions under varying degrees of stress and uncertainty. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without direct supervision. Is capable of producing quality work which requires constant attention to detail. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for records management. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to produce quality work despite the stress of deadlines. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to communicate professionally and tactfully with the public in confrontational situations as required. Has knowledge of the occupational hazards and safety precautions of the industry. Is able to perform duties under adverse environmental conditions such as no/low vision due to smoke, hazardous atmospheres which require the use of breathing apparatus, working in confined spaces or at heights, extreme heat from fire, and hot/cold outdoor temperatures, odors, toxic agents, wetness, noise, humidity and disease.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities.

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Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities." This position is FLSA category Exempt. This position requires related task completion regardless of hours needed to complete. Position is not subject to overtime compensation.

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council and/or supervisor) with respect to vacation time and time- off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the

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Occupational Safety and Health Administration (OSHA), County, risk management, and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace. Compliance with all safety and risk management policies are not optional and is a condition of employment.

DISCLAIMER: This job description is not an employment agreement or contract. Laurens County reserves the exclusive right to alter this job description at any time without notice.