



**PLAIN TOWNSHIP, FRANKLIN COUNTY, OHIO**  
**FIRE DEPARTMENT**  
**POSITION DESCRIPTION**

<b>Job title:</b>	Fire Marshal
<b>Department:</b>	Fire Department
<b>Reports to:</b>	Assistant Fire Chief
<b>Schedule:</b>	40-hour flexible workweek. Adjustments may be necessary to fulfill the requirements of the job.
<b>Status:</b>	Hourly, Exempt/ Min. Salary equal to Lieutenant, Max. Salary equal to Captain

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**Position summary:** The Fire Marshal shall be under the direction and supervision of the Fire Chief and Assistant Fire Chief. This position is administrative in nature with a priority on Community Risk Reduction. As the fire prevention advocate for the Plain Township Fire Department, the work involves creating a community fire protection strategy using these main components:

- Education – outreach to increase awareness of fire dangers and encourage safe behaviors.
- Engineering – fire prevention and fire technology (e.g. active participation in the plans review process using local ordinances, State and Federal laws/rules/regulations and/or national standards).
- Economic Incentives – a strategy to create a financial incentive or disincentive to enhance fire safety (e.g. fines for fire code violations, re-inspection fees for poor workmanship etc.).
- Enforcement – fire safety mandates, an active, ongoing inspection process, fire cause and origin investigation (with criminal prosecution when necessary).

**Supervision:** The Fire Marshal oversees the Fire Prevention Bureau which encompasses the fire inspector(s) and personnel that may be assigned to the Fire Prevention Bureau on a temporary basis. This position is part of the administrative support staff and reports to the Assistant Fire Chief. Work is evaluated annually by the Fire Chief and/or Assistant Fire Chief utilizing the Township's performance evaluation system.

**Minimum Qualifications:**

- ODPS Firefighter II and EMT-Paramedic.
- ODPS Fire Safety Inspector.
- Fire Investigations Level I and II.
- Valid State of Ohio driver's license with good driving record.
- Fire Officer I Program
- Associate Degree or equivalent in Fire Science or related management degree.
- ODPS Fire Instructor (preferred).
- NIMS ICS certification: 100, 200, 300, 400, 700, 800 (preferred).
- Bachelor's Degree in Fire Protection Engineering or related degree (preferred).

**Essential Functions:** This is not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

## **1. Essential Functions**

- 1.1 Plans, organizes, and directs the activities and operations of an assigned division of the Fire Department.
- 1.2 Confers with the Fire Chief to plan, develop, and direct the implementation of goals, objectives, policies, procedures, and work standards for all related division functions.
- 1.3 Oversees the implementation of work programs designed to meet the annual and long-term objectives of the Department as directed by the Chief.
- 1.4 Confers with the Chief, City officials, the public, the media, and others regarding any Department matters, as necessary.
- 1.5 Works closely with the Chief to ensure all Department activities are conducted in compliance with applicable codes, laws, rules, policies, and regulations.
- 1.6 Under the direction of the Fire Chief, develops and enforces policies, standards, and directives to ensure compliance with established State and City codes, rules, laws, and regulations.
- 1.7 Works closely with other Department management personnel to promote positive work attitudes within the department and maximize teamwork and cooperation by all departmental employees.
- 1.8 Assesses and monitors the effectiveness and efficiency of service delivery methods and procedures, including assessing workload, administrative and support systems, and internal relationships and makes recommendations for improvements to the Chief.
- 1.9 Establishes or adjusts work procedures to meet daily job requirements according to available resources, such as available workforce and related equipment.
- 1.10 Coordinates work assignments with City departments/division and other agencies, as necessary.
- 1.11 Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- 1.12 Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- 1.13 Promotes accomplishment of the Fire Department's vision, mission, and goals.
- 1.14 Provides effective professional liaison between the Fire Department and other City departments, divisions, outside agencies, media, and the public.
- 1.15 Provides administrative assistance to the Fire Chief as required.
- 1.16 Assists in the development and revision of a ten-year strategic plan.
- 1.17 Assists in the development and revision of a five-year business plan.
- 1.18 Addresses citizen's questions or complaints in a courteous and timely manner and takes the appropriate measures to ensure and expedient resolution or citizen satisfaction, including providing information to the public regarding applicable laws, codes, rules, and regulations.
- 1.19 Communicates with all related personnel to encourage, motivate, promote leadership, and encourage teamwork in accomplishing set forth objectives.
- 1.20 Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work area.
- 1.21 Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- 1.22 Performs other duties consistent with the role and function of this classification.
- 1.23 Participates in training activities and instruction sessions.
- 1.24 Acquires and retains a thorough knowledge of the community, including streets, buildings, water supply, unusual hazards, and related items.
- 1.25 Performs various public information or education tasks.
- 1.26 Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management systems.
- 1.27 Performs all work duties and activities in accordance with Township policies and procedures.
- 1.28 Works in a safe manner and reports unsafe activity and conditions. Follows safety policy and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring as outlined in the Township Handbook and Department S.O.G.
- 1.29 Respond to emergency calls as needed.

## **Knowledge, Skills, and Abilities:**

### **1. Knowledge**

- 1.1 Knowledge of the theories, principles, and practices of effective public administration. knowledge of local ordinances, State and Federal laws/rules/regulations and national standards as it relates to the engineering and enforcement aspects of Community Risk Reduction.
- 1.2 Knowledge of government organization and management.
- 1.3 Knowledge of the principles and practices of effective administration with particular attention to short planning and assisting with long term planning.
- 1.4 Knowledge of fire hazards and related prevention and abatement methods.
- 1.5 Knowledge of federal, state, and local laws, rules, and standards relevant to fire and EMS operations.
- 1.7 Knowledge of current EMS protocols, patient care practices and techniques.
- 1.8 Knowledge of firefighting techniques, incident command systems, and fire suppression equipment.
- 1.9 Knowledge of the principles of fire behavior and U.L Studies.
- 1.10 Knowledge of Standard Operating Guidelines, Protocols, Policies and Procedures.
- 1.12 Knowledge of personal computers and related fire service software applications (i.e. RMS & Fire Reporting Software, Mobile Eyes Software, Microsoft packages).
- 1.13 Knowledge of fire department operations and an ability to apply it within the plans review process.
- 1.14 Knowledge of budgeting and purchasing procedures.
- 1.15 Knowledge of bid specification and inventory control procedures.

### **2. Skills**

- 2.1 Skilled at interpersonal and human relations, effective listening and negotiating.
- 2.2 Skilled at written and verbal communication.
- 2.3 Skilled at public speaking.
- 2.4 Skilled analytical problem solver and strategic thinker.
- 2.5 Skilled at developing policies and procedures.
- 2.6 Skilled in safe and lawful operation of a motor vehicle.

### **3. Abilities**

- 3.1 Ability to define problems, collect data, establish facts, and draw valid conclusions independently.
- 3.2 Ability to establish and maintain effective working relationships with trainees, trainers, superiors and other job-related personnel.
- 3.3 Ability to instruct, direct and coordinate others.
- 3.4 Ability to maintain accurate records.
- 3.5 Ability to perform strenuous or peak physical activities during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- 3.6 Ability to maintain an acceptable knowledge level by participating in hands-on training and by studying department procedure manuals, state courses/manuals, nationally recognized fire service books, EMS protocols, emergency medical textbooks, and attend programs identified as important to the department by the Fire Chief.
- 3.7 Ability to follow verbal and written instructions.
- 3.8 Ability to read and write the English language.
- 3.9 Ability to achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
- 3.10 Ability to operate a personal computer and use basic software such as Word, Outlook, Excel, and Power Point.
- 3.11 Ability to develop, implement and evaluate policies and procedures to achieve department mission, goals and objectives.

**Measurement:** This position will be evaluated, in part, based on the following outcomes.

- Satisfactory stakeholder feedback as related to the communication, leadership, organizational, and functional requirements of this role.
- General execution and completion of all tasks related to directives and policies of the board of trustees, as well as other responsibilities as assigned.
- Leadership, critical thinking, and problem-solving skills to promote the effective and efficient operation of the fire department.

**Working Conditions:**

The Fire Marshal's duties are primarily performed in an office environment that is normally temperature controlled with appropriate lighting. The employee may be exposed to some standard office environment hazardous materials detailed in the applicable material safety data sheets and to normal office-level room noise. Some travel to meetings, conferences, and training is required. When responding to emergencies, employee may risk physical hazard from fire, smoke, chemicals, airborne particles, toxic or caustic chemicals and other hazardous materials, falling debris, unstable buildings, and extreme heat. Physical exertion, may, on occasion, be necessary to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces.

**Physical Demands:**

The Fire Marshal must be able to sit and utilize a computer for up to six hours; routinely carry supplies and/or files weighing up to 50 pounds for a distance of up to 100 feet; be able to remain focused on a standard computer monitor for long periods of time; be able to endure large levels of stress brought on by an office environment with deadlines, multi-tasks, and the potential for difficult customers; and be able to hear the telephone and talk on the phone at a normal conversational level. Additionally, this position must satisfactorily complete pre-employment and annual physical examinations by a licensed healthcare provider.

- Physical exertion is required to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces.
- Physical effort is required to lift materials, equipment, and persons exceeding 50 lbs.
- May be required to work at heights in excess of 100 feet.
- The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

This position is a safety sensitive position and is required to satisfactorily pass random drug screens.

**Compensation and Benefits:**

- Hourly, Exempt from overtime pay rate.
- Health Insurance provided by the township.
- Eligible for Ohio Police and Fire Retirement System contributions.

*By signing below, both parties indicate that they have reviewed and understand the job description as provided.*

\_\_\_\_\_  
*Manager/Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*

*Plain Township is an Equal Opportunity Employer. It is the policy of Plain Township to provide equal employment opportunity to employees and candidates for employment; therefore, there shall be no discrimination against any employee or candidate for employment due to race, religion, color, national origin or ancestry, age, sex, disability or other unlawful bias. This job description is designed to be a good representation of the job requirements by is not a comprehensive listing of activities, duties or responsibilities required of the employee.*