

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

FIRE MARSHAL

Supervised by: Deputy Director – Fire Services and Fire Commander
Supervises: May on occasion supervise Fire Sergeants, Fire fighters, and Paid-On-Call Fire fighters.

Position Summary:

Under the Deputy Director – Fire Services, this is a skilled inspection and enforcement position which is responsible for promoting fire safety and securing compliance with fire prevention laws and ordinances. The work emphasizes the inspection of commercial and industrial establishments and places of public assembly. The position usually works independently but is under the supervision of the Deputy Director – Fire Services, Fire Commander, and the general supervision of the Director of Public Safety.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs fire prevention inspections and investigations on local places of public assembly and business and industrial establishments for existing or potential fire hazards; orders correction of dangerous conditions.
2. Reviews site plans for proposed new construction for the purpose of gathering information for pre-fire/incident plans to be used internally by Pittsfield Township fire fighters.
3. Works closely in joint cooperation with the building department to review plans for the purpose of pre-fire planning and systems testing (i.e. inspects existing fire escapes, existing portable extinguishers, and existing fire protection hood systems and equipment for proper maintenance, etc.)
4. Establishes a coordinated tracking system and schedule to conduct the regular fire testing and fire system walk-through of buildings, after the final certificate of occupancy has been issued by the building department.
5. Interprets and enforces Township codes and ordinances, and state regulations. Makes recommendations on changes to ordinances and regulations.
6. Conducts investigations of complaints relative to fire hazards.
7. Investigates suspicious fires or when required by the DDFS to determine the cause and origin and participates in arson investigations when applicable. Documents findings and preserves evidence. Coordinates investigative efforts with private investigators and insurance agents and testifies in court when necessary.
8. Assists with the development and implementation of fire prevention programs.

9. Prepares reports of inspections and investigations performed.
10. Receives and transmits radio and telephone messages and calls for service to the fire department. Provides information to the general public over the counter and by telephone.
11. Operates portable fire extinguishers, and similar equipment.
12. Raises, lowers, and climbs ladders.
13. Drives and operates departmental vehicles.
14. Attends training programs pertinent to fire inspector/investigator duties.
15. Performs other related duties as required and assigned within knowledge, skills and abilities set forth.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree in fire science, public administration, or related field from an accredited college or university or any combination of experience and training which will provide the desired knowledge, skills, and abilities.
- Five or more years of progressively more responsible experience and training in various phases of fire fighting work and at least two years as a command officer that would provide the following knowledge, skills and abilities.
- State of Michigan Fire Fighter I and II certification (must have or be able to, and attain, within one year from date of hire).
- Michigan Fire Officer I, II, and III certification (must have or be able to attain within period provided for under applicable collective bargaining agreement).
- State Certification as a Fire Inspector for fire prevention work. (Desirable to have or be able to obtain, prior to the end of probation but within two years from date of hire).
- Certified Fire Investigator and State of Michigan EMS license to level provided by department or higher.
- Must be able to obtain and maintain state certification as required by law for fire inspection/fire prevention work.
- Must possess a current, valid Michigan Driver's License with a driving history that does not create liability concerns; i.e. convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving. Must have and maintain a good driving record.

- Considerable knowledge of the principles, practices and procedures of modern fire prevention, inspection, and arson detection.
- Knowledge of Michigan Right-To-Know laws.
- Knowledge of Township buildings and related codes and ordinances.
- Knowledge of major types of building construction, materials, and equipment.
- Basic understanding of the Michigan building codes.
- Considerable knowledge of fire hazards involved in various types of construction and in the storage of flammables, combustibles, and explosives.
- Ability to communicate and work effectively with department personnel, building owners, and the general public and to effect and maintain positive working relationships regarding inspections and regulatory matters.
- Ability to enforce rules and regulations firmly, tactfully, and impartially.
- Ability to maintain accurate and legible records and prepare reports in a timely manner.
- Ability to read, understand, and interpret plans, diagrams, specifications, and blueprints.
- Ability and strength to perform prolonged and arduous work under adverse conditions.
- Ability to react quickly and calmly in emergencies.
- Ability to understand and follow oral and written directions.
- Ability to establish effective working relationships and use good judgment, accept lines of authority, and utilize initiative and resourcefulness when dealing with other fire fighters, all Department of Public Safety personnel, and the public.
- Aptitude for mechanical work.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to: climb or balance, stoop, kneel, crouch, or crawl. Frequently, the employee is required to stand, walk, reach with hands and arms and taste or smell. It is crucial to the outcome of job tasks that the employee is able to: talk or hear or use hands to finger, handle or feel objects on an extensive basis.

The employee in this classification will be required to lift objects of up to 10 pounds extensively. Furthermore, the employee will frequently lift objects of up to 50 pounds. Occasionally, the employee will need to lift/move objects weight up to 100 pounds. Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee in this classification will be exposed to hazards such as fire debris, intense heat, weather conditions, gases, hazardous materials, and chemicals. Occupants of this position may sometimes be required to perform job duties in small, dark, enclosed areas and also from precarious heights.