

# City of Windsor Heights

## Fire Marshal – (FIRE / EMS)

**Department:** Fire Department  
**Reports To:** Chief of Police / Fire Services  
**FLSA Status:** Fulltime, Non-exempt, 53-hr work week  
**Written By:** Dennis McDaniel  
**Approved By:** Brett Klein  
**Council Review and Approval on March 21, 2016**

### Summary Description:

The incumbent directs and coordinates the functions of fire prevention, approves building plans for all new and remodeled commercial construction and performs final inspections to assure compliance with the adopted municipal fire code. The Fire Marshal tests all new fire sprinkler systems, fire suppression systems, fire alarm systems, and fire extinguishing hood systems. The principal functions of the Fire Marshal are to ensure fire safety, prevention, fire and rental code enforcement, and investigative procedures are completed in a professional manner and with an adherence to all relevant guidelines and laws. Work requires the exercise of initiative and independent judgment in routine and emergency situations.

This position shall also serve as a fulltime firefighter/paramedic and fulfill all of the position requirements of that job description.

### Appointment/Selection:

Selection is made by the Chief of Police / Fire Services with approval from the City Administrator. Selection shall be based upon merit and qualification.

### Knowledge, Skills, and Abilities:

- Knowledge of all applicable City and State ordinances and codes.
- Knowledge of the Uniform Fire Code and Uniform Building Code.
- Knowledge of fire protection systems.
- Knowledge of the current principles and practices involved in fire investigations.
- Knowledge of fire arson investigations.
- Ability to interact with a wide range of people, often in stressful or difficult situations.
- Ability to supervise, train, coordinate and evaluate the work of others.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.

- Ability to interpret schematic drawings and conduct comprehensive plan reviews.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.

**Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):**

- Approves all site and plat plans for all new and remodeled buildings and performs final inspection or re-inspections to assure compliance with the City Fire Code.
- Develops and maintains a system of record keeping for all site plan reviews, fire protection systems, flow testing records, and water main maintenance.
- Develops code and ordinance recommendations pertaining to fire prevention, fire protection and the manufacture, storage and use of hazardous materials.
- Coordinates the fire inspection program and oversees administration of the rental housing inspection program.
- Develops and maintains commercial inventories and emergency points of contact.
- Develops, implements, and tracks all inspection invoicing and hazmat billing procedures in an organized and transparent manner.
- Develops and manages commercial pre-plan diagrams.
- Directs the protection of evidence and emergency scene security; determines the need for, and requests, appropriate investigative team members.
- Oversees the Department's investigation of fire cause and origin investigations while coordinating with local, state, and federal law enforcement.
- Conducts post-incident analysis as appropriate and ensures NFIRS reports are thoroughly completed in a timely manner.
- Leads efforts to educate the public on fire safety/prevention by providing public service announcements, makes presentations, and answers questions/inquiries.
- Develops and implements community participation initiatives designed to reduce the risk of fires and other related emergencies.
- Trains station personnel in inspection methods and codes; oversees inspection scheduling and deadlines.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
- Responds to citizens' questions and comments in a courteous and timely manner.

**Peripheral Duties:**

- Coordinates with Des Moines Water Works to ensure all flow testings for water mains are conducted in accordance with NFPA 291 on all applicable sites and ensures the proper maintenance and operability of all fire hydrants within the City of Windsor Heights.

- Assists other departments, contracted employees, engineers and architects as appropriate.
- Collaborates with the city attorney as directed.
- Reviews applications and conducts inspections for health and safety permitting of occupancy, tent, liquor, and special event permits.
- Assists with administrative operations.
- Aids in the preparation and application of grant funding.
- Attends planning and zoning meetings as needed to answer questions related to the City Fire Code.
- Performs other duties as apparent or assigned.

**Experience and Training:**

- Graduation from an accredited college or university with a Bachelor's Degree in Fire Science or a related field and considerable experience in Fire Prevention activities; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Possess and maintain Iowa Firefighter II.
- Possess and maintain State of Iowa Paramedic, Paramedic Specialist or National Paramedic certification (R.N.-exemptions shall qualify).
- Possess and maintain Fire Officer I, Fire Inspector I, and Fire Instructor I.
- Possess and maintain a Hazardous Materials-Operations Level certification.
- Driver Operator I and CDL Class B with airbrake endorsement preferred.
- Possess and maintain International Code Council (ICC) Inspector 1 certification within six months of appointment.
- Possess and maintain International Code Council (ICC) Fire Marshal certification within twelve months from date of appointment.
- Shall generally be available for off-hour meetings, phone calls and special assignments.
- Must be able to wear heavy and restrictive protective clothing / gear and operate while wearing self-contained breathing apparatus (SCBA) equipment.
- Must reside within thirty miles response time of the Public Safety Building.
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

**Tools and Equipment Used:**

- Full protective gear and self-contained breathing apparatus.
- Fire and EMS department equipment and vehicles including trucks and attachments, car / light truck, air compressor, pumps, saws, grinder, ladders of various heights, pick-axe, generators, chains, extrication equipment, extension cords, measuring equipment, hoses, oils, traffic control equipment, and hazardous equipment.

- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment, and public safety radios.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.

**Work Environment/Frequent Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate/high noise exposure of Fire Department machinery and equipment.
- Frequently sit, stand, walk, run, dodge, jump, balance, bend and lift, grasp, push, pull, squat, twist, crouch and kneel – sometimes with equipment or victims and within confined spaces.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, and staff using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold, darkness and poor lighting.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual whenever possible.
- Employee may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, uninsulated or unshielded electrical and medical hazards, microbiological hazards, infectious agents, sharp objects, vibration, smoke, radiation hazards, noxious odors, weather elements, oil and grease, stressors, possible burn injuries and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency mitigation and critical incident situations.

- Work in extreme heat (over 400 degrees Fahrenheit), sub-zero temperatures, extreme fluctuations in temperature, wet and muddy areas, icy areas, slippery and uneven surfaces, and confined spaces or cramped body positions.
- Performs work at heights of 100 ft. or more.

**Interaction with Other Department/Staff:**

- The position requires a significant degree of information sharing between administration, clerk, accounting, parks, police, building inspector, City Council, and temporary / part-time staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

*The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

Employee's Signature	Date	Chief of Police / Fire Services	Date
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The City of Windsor Heights is an Equal Opportunity Employer.