

CITY OF MANVEL

DEPUTY FIRE MARSHAL FIRE MARSHAL-CODE ENFORCEMENT DEPARTMENT

FLSA: NE

Hourly Rate Range: \$27.89-\$28.84

Emergency Operations Classification: Tier 1 Essential

JOB SUMMARY

Will provide technical assistance in the prevention of fires through fire inspections, public education, and fire investigations. The Deputy Fire Marshal will also help maintain the cities peace and dignity by assisting in enforcing the city ordinances through code enforcement activities.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Regular and timely attendance at work.
 - Enforces laws and ordinances relating to the City of Manvel's adopted fire and life safety codes, and municipal ordinances.
 - Conduct complex, technical inspections of buildings and properties to ensure compliance with Fire Prevention codes and standards and other City ordinances.
 - Review documents related to new construction or tenant improvements for compliance with fire and building codes and City ordinances.
 - Conduct inspections and inspection tests for efficiency of fire protection equipment, automatic fire extinguishing systems, fire alarm systems, and associated devices.
 - Inspect properties to ensure compliance with codes relative to the safe storage and handling of flammable and combustible liquids and hazardous materials.
 - Identify corrective actions necessary to bring properties into compliance with applicable fire codes, laws, regulations, and standards, and City ordinances and explain these measures to property owners or their representatives.
 - Conduct compliance follow-ups to ensure that corrective actions have been taken in cases where violations were found.
 - Issue notices of violations and citations for fire code and City ordinances violations.
 - Prepare and submit inspection reports, notice of violations, and other forms of written and/or computer data entry correspondence and reports related to the duties and responsibilities of the position.
 - Coordinate and conduct inspections with fire suppression personnel when requested
 - Coordinate duties with other City departments involved in code enforcement
 - Perform public education services as requested.
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- Examines fire and explosion scenes to determine the origin and cause of fires

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and explosions, using the scientific method.

- Documents scene with photographs and sketches.
- Preserves and collects evidence.
- Interviews victims, suspects, witnesses, and others with information
- Writes investigative reports and submits cases with all supporting documents for permanent record and prosecution.
- Testifies in court in the prosecution of criminal cases or as a witness in civil proceedings.
- Apprehends suspects as necessary.
- Assist other agencies with fire and explosion investigations or other criminal investigations and assist Manvel Police Department as directed by the Fire Marshal.
- Ability to work in adverse weather environments.
- Maintains positive relations and works cooperatively with other people.
- Serve as "essential personnel" and is required to remain available for immediate call-in
- due to any natural or manmade disaster, or any other event the City Manager deems
- necessary.
- Responds to call-out location within thirty (30) minutes of receiving call.
- Occasional evening and weekend work.
- Works a rotating on-call schedule for afterhours call outs.
- Contributes to team effort by performing other related duties as assigned.

MARGINAL FUNCTIONS

- Investigate complaints and answer questions related to fire hazards and regulations and City ordinances.
- Personal computer skills, use of internet, electronic mail, and network.
- Assist in performing various types of inspections.
- Sit on various committees as may be necessary from time to time.
- Has a role in the emergency management team to provide services to the general public when emergency conditions warrant it, either in preparation for, or as a reaction to, one or more disastrous events such as: a civil disturbance, hurricane, tornado, earthquake, flood, ice storm, fire, accidents including a hazardous material spill, possible public exposure to hazardous conditions, or other disasters which threaten the safety of the citizens.

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(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

A. Training and Experience:

- High school diploma or equivalent, required.
- Associate Degree in Fire Science, Fire Protection, Criminal Justice, or other related field Preferred but not required.
- Two to Five years of fire service experience, preferred.
- Prior experience as a Fire Inspector and Fire Investigator.
- Prior Code Enforcement experience, preferred.
- Prior experience with fire and life safety education, environmental crimes, illegal dumping, and emergency management, preferred.
- Texas Department of State Health Services Code Enforcement Officer, preferred. Must be able to obtain the certification within eighteen months of employment.
- Texas Commission on Fire Protection Basic Fire Inspector required.
- Texas Commission on Fire Protection Basic Fire/Arson Investigator required.
- Texas Commission on Fire Protection Basic Fire Instructor and Basic Structure Firefighter, preferred.
- Texas Commission on Law Enforcement Basic Peace Officer required.
- ICS 100, 200, 700, and 800 required, ICS 300 and 400 preferred. Must be able to obtain within 18 months.
- Valid Texas Class C or higher-level driver's license required.

B. Knowledge, Skills, and Abilities:

- Knowledge of the International Code Council Series of Codes, City of Manvel is currently under the 2015 Codes with 64 amendments
- Working knowledge of building construction, materials, codes and laws related to fire Prevention.
- Good organizational skills, ability to prioritize own work and ability to complete assigned task within deadlines.
- Ability to read and interpret documents, write reports and correspondence, and speak effectively before groups of customers or employees of the organization.

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- Operation and maintenance of City vehicle for business use and assigned inspection and investigation equipment.
- Geography and characteristics of the city and surrounding area.
- Functions of NIMS and ICS.

C. Physical Requirements:

- Some tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items

D. Environmental Requirements:

- Some tasks require exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes)
- Some tasks require exposure to extreme heat/cold or extreme weather conditions
- Some tasks require exposure to strong odors and/or smoke
- Some tasks require exposure to strong and/or toxic chemicals
- Some tasks require exposure to dust or pollen

E. Sensory Requirements:

- Some tasks require sound perception and discrimination
- Some tasks require odor perception and discrimination
- Some tasks require depth perception and discrimination
- Some tasks require visual perception and discrimination
- Tasks require oral communication ability

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ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Manvel. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature/Approval

Employee

Date

Immediate Supervisor

Date

Department Director/Supervisor

Date