

12. Assists in development of new regulations, prepares new fire ordinances and coordinates efforts for new code adoptions.
13. Supervises and conducts educational programs related to fire prevention and life safety, coordinates fire prevention activities with schools, the public and fire suppression management staff.
14. Works with and assists the State Fire Marshal's Office with inspections and duties in this jurisdiction as required and requested.
15. Works with other City Officials/Inspectors (building, electrical, etc.) as needed on projects.
16. Works with and coordinates their public safety training plans with Officers and Supervisors concerned.
17. Suggests locations of fire hydrants for placement in existing locations for fill in coverage and determines locations for new construction placement of sprinkler pits and fire hydrants. Maintains records of all fire hydrants. Conducts water flow readings for calculations as requested for new construction.
18. Makes recommendations to the Assistant Chief for any improvements or changes in established practices or techniques which he may deem beneficial to the Jasper Fire Department.
19. Attends LEPC (Local Emergency Planning Committee meetings), North Georgia Code Officials meetings and Georgia Fire Inspectors Association meetings.
20. Reports for all emergency incidents as directed by the Chief of Jasper Fire or as directed by other orders. May be required to direct activities of fire personnel and equipment at fires or other emergencies.
21. Maintains equipment and vehicles assigned to them.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge Skills and Abilities
 1. Knowledge of local, state and national fire codes and administration regulations.
 2. Knowledge of building materials, fire prevention and detection devices, and of codes of egress characteristics.
 3. Knowledge of firefighting principles, equipment and materials.
 4. Knowledge of rules, regulations and policies of the Fire Department.
 5. Knowledge of supervisory and leadership principles.
 6. Knowledge of the geography of the city.
 7. Skill in making quick, sound decisions at the scene of a fire.
 8. Skill in communicating with a team of firefighters while preparing for and fighting a fire.
 9. Skill in training and motivating subordinates.
 10. Skill in evaluating the characteristics of fires and deciding on the most appropriate actions to take.
 11. Skill in administering first aid and CPR.
 12. Skill in working safely around high voltage equipment.
 13. Skill in inspecting apparatus and equipment to determine if they are properly cared for and stored.

14. Ability to perform the physical duties of a firefighter.
15. Ability to work under stressful situations where there is danger to life and property.
16. Ability to deal tactfully and effectively with the general public and co-workers.
17. Ability to lift and carry weights of over 75 pounds and maintain physical fitness.

2. Responsibility

- a. This position has supervision over employees of the Fire Department that are temporarily assigned to educational programs that are related to fire and life safety. May also be required to direct activities of personnel at fires or other emergencies and fill in as a shift commander as necessary.

3. Personal Work Relationships

- a. Contacts are typically with co-workers and the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing, bending, crouching or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity and distinguishes between shades of color.
- b. The work is performed indoors and outdoors. The work requires the use of specialized firefighting equipment, including turnout gear. The employee may be exposed to dust, dirt, grease, toxic chemicals, machinery with moving parts and contagious or infectious diseases.

5. Guidelines

- a. Guidelines include firefighting principles, traffic laws, work safety policies, city ordinances, policies and procedures and state and federal codes and regulations relevant to fire inspections and safety. These guidelines are generally clear and specific, but may require some interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of related equipment operation duties. Inclement weather, extreme temperatures and heavy traffic contribute to the complexity of the position.
- b. The purpose of this position is to direct and manage programs supporting fire prevention, enforcement of codes, ordinances and laws, as they pertain to fire and life safety.

7. Minimum Qualifications

- a. High school diploma.

- b. Experience sufficient to thoroughly understand the diverse objectives and functions of the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of related experience.
- c. Management/supervisory training.
- d. 6 years of firefighting experience.
- e. NPQ or State certified Firefighter
- f. NPQ or State certified fire inspector training.
- g. NPQ or State certified plans examiner.

8. Supervisory Controls

- a. The Fire Chief/Assistant Fire Chief and the Development Manager assigns work in terms of department goals and objectives. The Chief/Assistant Chief/Development Manager reviews work through conferences, reports and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Fire Marshal with the City of Jasper.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date