

CITY OF HELENA



Position Title: Fire Marshal

Department: Fire

Position #: 2303

Grade: FF8

EEO Category: (04) Protection/Services

FLSA: Non-exempt

EEO Function: (05) Fire Protection

Work Comp Code: 7704

DEFINITION

Performs work involving the command of both fire stations (companies) including determining what personnel, equipment, and apparatus to deploy in response to fire alarms. Sizes up and coordinates the entire operation of EMS, hazmat, or fire incident in large major incidents is in charge until assistant chief or chief arrives to take command.

SUPERVISION RECEIVED

Under the general supervision of the assistant chief or chief.

SUPERVISION EXERCISED

Supervises personnel at both fire companies during a shift.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Responds to fire alarms and determines what equipment and apparatus to deploy.

Makes decisions as to method of extinguishment and directs firefighters until and unless relieved by Assistant Chief or Chief.

Supervises the proper storage and condition of fire fighting equipment and apparatus.

Inspects personnel, maintains discipline and transmits orders and information to firefighters. Supervises, instructs, and trains Fire Department personnel.

Assigns and participates in building inspection work selected by the Fire Marshal.

Responds to emergency medical scenes, fire incidents, and other related requests. Directs and coordinates emergency scene activity. Coordinates placement of ladders and laying of hose lines. Directs pressure and use of water streams, and directs ventilation procedures.

Conducts performance appraisals and maintains attendance records. Schedules shifts, overtime, vacations, days off and shift trades. May initiate disciplinary actions, reviews time sheets and attends meetings with other agencies.

Will function as an incident commander in the absence of a Chief Officer. Assumes command of operations in the field, in critical situations.

Assist in determining Fire Department short and long-range goals and objectives.

Accept responsibility and account for his/her actions.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

Prepares special written administrative, investigative or other reports as assigned.

Detects hazardous situations during emergency operations in order to save lives/property, prevent disasters and avoid injuries to the public and Fire Department personnel.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Proactively gain considerable knowledge of:

Fire fighting principles, practices, procedures, and techniques including, but not limited to fire prevention, building construction, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, and hazardous materials.

Working knowledge of the operation and maintenance of various types of apparatuses and equipment and the ability to supervise the use of such equipment and apparatus.

Knowledge of :

First aid, Cardio Pulmonary Resuscitation (CPR) and other medical assistance techniques and skill in their application.

Fire prevention methods and of City ordinances relating to fire prevention.

Computer-aided dispatch and reporting systems.

The current city adopted Fire Code and the procedures involved in inspections.

The geography of the City of Helena and surrounding area, including the location of streets and target hazards and hydrants.

Skill to:

Train and instruct firefighters.

Be dependable and trustworthy.

Communicate effectively with others orally and in writing.

Formulate an effective decision using the available information and make critical decisions while following company procedures.

Organize and direct a project to completion.

Ability to:

Organize and direct ones self and effectively plan, assign, and supervise the work of subordinate personnel at the stations and under emergency conditions at the scene of a fire or other emergency.

Motivate others to perform their jobs effectively and to be responsible for making decisions.

Supervise and instruct subordinates in firefighting techniques in specific situations.

Comprehend material to stay informed on global, national, state and local fire service issues.

Ability to cont.:

Read and become familiar with all laws, ordinances, rules, regulations, orders and directions for the government of the Fire Department.

Participate in all department training activities while on duty and be thoroughly familiar with all equipment.

Analyze and react to emergency situations quickly and calmly to adopt effective courses of action, giving due regard to hazards and circumstances.

Establish and maintain effective working relationships with City officials, co-workers and the public. Appreciate and be sensitive to the feelings of others. Get along well with a variety of personalities and individuals. Effectively establish and maintain positive working and living relationships with co-workers.

Operate a computer and applicable software.

Analyze data such as dispatch time, turnout time, track crew response time and tactical control times to make recommendations to management regarding the reaction time of emergency crews and operation control tactics.

Work independently with minimal supervision.

Act calmly under stress and strain, and of not being hasty or impetuous.

Act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea. Adapt to change in the workplace.

Be held accountable or answerable for one's conduct. Be truthful and be seen as credible in the workplace.

Be organized or following a systematic method of performing a task.

Complete assigned tasks under stressful situations. Take care of the customers' needs while following company procedures. Bring energy to the performance of a task. Complete tasks or continue in a course of action in spite of opposition or discouragement.

Comprehend complex technical topics and specialized information.

Demonstrate conduct conforming to a set of values and accepted standards.

Effectively present information publicly commensurate to your rank and responsibility.

Find a solution for or to deal proactively with work-related problems.

Hold steadfast and complete a goal. Look beyond the standard solutions. Bring about group solidarity to achieve a goal. Pay attention to the minute details of a project or task.

Physical Demands & Work Environment

Performs a variety of physical activities essential to fire fighting.

Ability and strength needed to perform prolonged and arduous work under adverse conditions.

Uses tools and equipment such as but not limited to: extraction tools, saws, air compressor, emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pagers, computer, phone, and all terrain vehicles.

Potential exposure to all weather conditions.

Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus during hazardous incidents.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Considerable experience in performing and supervising the work of firefighters. High school graduation or equivalent. Any other requirements as set forth in current Collective Bargaining Agreement.

Training:

License or Certificate:

A valid Montana driver's license. Must complete and pass courses as required by the Helena Fire Department.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____