



## TOWN OF DANVILLE

### FIRE DEPARTMENT FIRE MARSHAL

### JOB DESCRIPTION

UPDATED NOVEMBER 2023

<b>JOB TITLE:</b>	Fire Marshal
<b>DEPARTMENT:</b>	Fire
<b>LOCATION:</b>	Danville, IN
<b>REPORTS TO:</b>	Deputy Chief of Operations
<b>SALARY:</b>	Salaried FT \$78,000
<b>TYPE OF POSITION:</b>	Full Time
<b>HOURS:</b>	Salaried Full-time 40
<b>OVERTIME:</b>	yes

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### JOB FUNCTIONS

##### **Classification Responsibilities:**

The Fire Marshal provides direction and education to the public and firefighters by means of prevention, plan review, inspections, investigations, Knox box program and reporting.

##### **Responsibilities Include:**

Performing duties associated with the management of Community Risk Reduction, including Fire Prevention, Fire Investigations, Plan Review, and Fire Inspections. To serve the Danville Fire Community through the support and management of programs designed to reduce the risk of life and property loss for our residents.

##### **Distinguishing Features:**

This classification has been designated as a non-classified, non-merit system; at-will position. The Fire Marshal is appointed by the Fire Chief. This employee receives general supervision from the Deputy Chief of Operations who reviews work based on overall results achieved. The Fire Marshal may consult with the Deputy Chief of Operations on issues relating to Risk Reduction but works independently in Management of the Risk Reduction program for the Danville Fire Department.

##### **Communication:**

Establishes and maintains effective working relationships with staff, Town officials, community organizations, other fire departments, other agencies, Town departments, and the public. Makes effective verbal and written presentations. Speaks before public groups on the plans, programs, and goals of the Danville Fire Departments Risk Reduction program. May address the Town Council and Town officials upon the Fire Chiefs request. Responds courteously and tactfully to a demanding and diverse public in answering questions, and handling complaints.

**Intellectual:**

Attends various meetings and represents the Danville Fire Department. Plans, organizes, and directs a progressive public safety program with several functional areas. Plans, directs, and controls department activities such as: fire inspections; fire investigation; fire reporting; plan review, alarm testing, sprinkler testing, Type 1 hood testing, and critical infrastructure inspections. Coordinates activities with other City and Town departments. Assist in Planning, organizing, and monitoring the Departments Fire Prevention budget. Analyzes information, statistics, and reports on fire prevention activities.

Develops plans designed to maintain department efficiency through Risk Reduction and responsiveness.

Analyzes fire prevention needs, as well as the availability of resources, existing programs, and other related factors in developing department programs to meet those needs. Provides direction on major projects or problem areas. guidance and leadership. Operates fire vehicles (example: automobiles, fire apparatus, and equipment).

**Knowledge:**

The theories, principles, and practices of the following NFPA Standards: NFPA 1001, NFPA 1021, NFPA 1031, NFPA 1033, and NFPA 1037. The principles and methods of budget preparation and the activities, objectives, and ideals of fire and life safety services and operations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Town as the needs of the Town and requirements of the job change.

**QUALIFICATIONS****Minimum Qualifications Required:**

Fire Service Prevention, Fire Service Investigations, or a related field.

3 plus years of progressive experience in fire and life safety education, prevention, and emergency response work.

**Special Requirement:**

Must possess a valid Indiana Driver's License.

Substance Abuse Testing required.

Inspector I

Inspector II (preferred)

Investigator I

Investigator II (preferred)

Fire Fighter I and II

Fire Officer 1 (preferred)

Fire officer strategy/tactics (preferred)

Instructor I (preferred)

Building construction

EMT (preferred)

At least 3 years in the fire service (preferred)

**Preferred/Desirable Qualifications:**

It is preferred that the 3 years of experience be in fire and life safety education, prevention, and investigations work within a municipal or county fire department.

**Upon Appointment:**

Within one year, successfully complete and receive certification in Inspector II and Investigator I

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 50 pounds. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

## EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

---

Signature

---

Date

---

Printed Name

Approved By Chief of Department:

---

Date Hired: