



Fenton Fire Protection District Position Announcement Fire Marshal

The Fenton Fire Protection District is committed to providing our residents and neighbors the highest quality emergency services by being progressive, highly trained and community oriented. We will achieve our mission through strong leadership, financial responsibility and innovation.

The Fenton Fire Protection District is currently accepting resumes for consideration for a Fire Marshal. This position is a full time regular, non- exempt position.

Essential Duties and Responsibilities Include (but are not limited to):

- Plan review and related documentation of residential and commercial new construction.
- Fire inspections of residential and commercial new and existing construction projects.
- Issue Permits and inspect commercial firework displays, air curtain destructor burning, blasting and storage sites.
- Perform Occupancy Inspections for new and existing businesses.
- Annual fire prevention inspections of hotels, schools, churches and assisted living facilities.
- Oversee annual inspection of all businesses operating within the Fire District.
- Conduct and observe fire drills of schools and other structures as required or requested.
- Assist local businesses and homeowners as requested with extinguisher classes, fire evacuation plans, severe weather and terrorism preparedness.
- Perform fire investigations of fire scenes to determine cause and origin as requested by Fenton Command.
- Coordinate and request new resolutions for hydrants in the cities of Fenton, Sunset Hills, and Valley Park.
- Request new or changes to fire prevention and code enforcement ordinances as needed.
- Assist with fire scenes or calls as required by senior officers.
- Maintain certifications in fire investigator and fire inspector.
- Investigates complaints in regards to potential community or business fire hazards.
- Analyze fire cause data to determine if trends exist. Make changes to fire prevention activities and suggest changes to suppression activities to address these trends.
- Member of the Inspection Committee.
- Attend conferences and meetings to keep up with the current trends, external environmental factors and trends in the field.
- Submit budget requests and make annual purchases relating to fire prevention and investigation.
- Assist the Fire Chief with special projects as needed.
- Assist the Management Team, Operations Committee, Accreditation Manager and Fire Chief with recommendations for reaccreditation by CFAI.

Skills and Attributes

- Thorough knowledge of principles, practices, methods and techniques of modern fire prevention and suppression activities.
- Thorough knowledge of Fenton Fire District suggested operating guidelines, policies and procedures.

- Knowledge and understanding of fire codes, building inspection practices and how to enforce them.
- Knowledge of pertinent federal, state and local laws, regulations and ordinances.
- Knowledge of pertinent consensus standards (NFPA).
- Strive to continually improve the customer service performance of the District.
- Ability to make independent judgments which have critical impacts on the organization.
- Ability to establish and maintain effective working relationships with employees, supervisor and the public.
- Well-developed interpersonal and communications skills.
- Professional appearance and manner.
- General knowledge of Microsoft Office 7 Suites
- Knowledge and understanding of District's mission statement.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to climb ladders, stairs, or other spaces that must be inspected in performance of the duties of the position. Must have the physical endurance and agility to complete the tasks necessary in the position.
- While performing the duties of this job, the employee is required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand and climb or balance. The employee is occasionally required to walk, sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night hours. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate.

Licensing and Certifications

Qualifications Required:

- Current Missouri State Fire Inspector Certification
- Current Missouri State Fire Investigator Certification
- Valid Missouri Driver's License

Other Qualifications Preferred but not Required:

- International Code Council – Fire Plans Examiner
- International Code Council – Fire Inspector I
- International Code Council – Fire Inspector II

- International Code Council – Certified Building Official
- International Code Council – Certified Fire Marshal
- I.A.A.I – Certified Fire Investigator

Salary and Benefits

The Fenton Fire Protection District is committed to providing a competitive benefit package.

- Salary Range \$78,000 - \$85,000 based on experience
- Defined Benefit Pension Plan
- 457 Deferred Compensation Program
- Excellent fully paid medical insurance including family
- Dental insurance fully paid employee; payroll deduction for spouse and children.
- Fully paid life and disability insurance
- Employee Assistance Program (EAP)
- 11 Paid Holidays
- Paid Vacation
- Paid Sick Days

Application Process

Interested applicants shall submit a cover letter, resume, 3 professional references, and copies of certifications by **4:00 pm, Friday, May 5, 2017** to:

Fenton Fire Protection District

Attn: Chief Steitz

845 Gregory Lane

Fenton, MO 63026

Or Email to tsteitz@fentonfire.org

Following the closing date, all packets will be reviewed by the Fire Chief. Candidates that are determined to be best qualified will be invited to participate in the interview process.

The Fenton Fire Protection District is an Equal Opportunity Employer