



JOB VACANCY ANNOUNCEMENT

DATE ISSUED: April 9, 2024
TITLE: Fire Marshal
STATUS: Full-time
DEADLINE: Friday, May 3, 2024 at 4:30 p.m. EST



The Springdale Fire Department is looking for a trained and skilled Fire Marshal to join our professional team. The ideal candidate will have a strong understanding of fire safety regulations and the ability to conduct thorough inspections of buildings and facilities. The Fire Marshal will be under the direct supervision of the Fire Chief and will be responsible for the Fire Prevention Bureau of the Fire Department. This role requires excellent communication skills, attention to detail, and the ability to work both independently and collaboratively within the department and community.

Applications will be accepted at the City of Springdale Municipal Building located at 11700 Springfield Pike, Springdale, Ohio 45246 between 8:30 a.m. and 4:30 p.m. EST or via email at human-resources@springdale.org. A copy of the Ohio Firefighter II/EMT or Ohio Firefighter II/Paramedic and Ohio Fire Inspector certifications must be submitted at the time of application. Application packets are available at the Springdale Municipal Building, by scanning the QR code at the top of this announcement, or via the [Employment Opportunities](#) page of the City of Springdale website.

APPLICATION DEADLINE: Friday, May 3, 2024 at 4:30 p.m. EST

FULL-TIME FIRE MARSHAL WAGES: \$61,800.35 - \$96,408.57

BENEFITS

Benefits for the full-time Fire Marshal include health, dental, vision, and life insurance coverage; State pension through the Ohio Police & Fire Pension Fund; deferred compensation options to save for retirement; confidential EAP program; sick, vacation, and holiday time; tuition reimbursement of \$3,000 per year; and longevity pay after 5 years of service with the City.

REQUIRED EDUCATION

Candidates must be a high school graduate or equivalent (G.E.D.). Certification as an Ohio Firefighter II/EMT or Ohio Firefighter II/Paramedic and Ohio Fire Inspector is required. A copy of the required certifications must be submitted at the time of application.



STEPS IN HIRING PROCESS

Application

All applicants must complete a City of Springdale application packet and provide proof of Ohio Firefighter II/EMT or Ohio Firefighter II/Paramedic and Ohio Fire Inspector certifications. Completed documents may be returned in person to the Human Resources Office at the Springdale Municipal Building, 11700 Springfield Pike, Springdale, OH 45246 between 8:30 a.m. and 4:30 p.m. EST or via email to human-resources@springdale.org. The application deadline is Friday, May 3, 2024 at 4:30 p.m. EST.

Oral Interview

Following a review of applications, selected candidates will be offered an oral interview.

Background Investigation

The applicant selected to receive a conditional offer of employment will be scheduled for a background investigation. The investigator will check personal references, criminal history, employment record, credit history, and other background information.

Computer Voice Stress Analysis

The successful applicant will be scheduled for a computer voice stress analysis test. This will be conducted by the Police Department. Please allow two hours for this review.

Psychological Evaluation

The purpose of this psychological evaluation in the testing process is to determine whether candidates have the personality characteristics necessary to become a good firefighter.

Medical Examination (PASS/FAIL)

Applicants receiving a conditional offer of employment will be required to successfully pass a drug screen as well as complete a medical examination as required by the Ohio Police & Fire Pension Fund which includes:

- Electrocardiogram (EKG) and cardiac stress test performed consistent with standard Bruce protocol
- Chest x-ray that is at least a P.A. 72" (i.e. front to back)
- Lipid profile that includes total cholesterol, triglycerides, LDL and HDL levels
- Spirometry that represents at least a valid and reproducible forced expiratory volume at one (1) second (FEV1), forced vital capacity (FVC), and forced expiratory volume at one second/forced vital capacity (FEV1/FVC) that meets the criteria of the American Thoracic Society

ADDITIONAL INFORMATION

Please do not contact the Fire Department or Human Resources Office regarding your status in the hiring process. You will be contacted as appropriate if you are selected to move forward.

If you are scheduled for any portion of the process, it is your responsibility to appear at the scheduled time, date, and place. Failure to appear will be considered voluntary withdrawal from the selection process.

It is your responsibility to inform the Human Resources Office in writing of any change in contact information.



JOB PURPOSE and RESPONSIBILITIES

Under the direct supervision of the Fire Chief, the Fire Marshal will be responsible for the Fire Prevention Bureau of the Department. Primary duties of this position include routine inspections, system examinations, risk assessments, fire investigations, education and enforcement, mitigation of violations, public awareness, and record keeping.

TYPICAL TASKS

The duties listed below are intended to be illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Conduct routine inspections of commercial and public buildings to identify fire hazards, ensure compliance with fire codes, and enforce safety regulations.
2. Examine fire protection systems, emergency exits, sprinkler systems, and other safety features to make sure they are in proper working condition.
3. Assess potential fire risks such as improper storage of flammable materials, blocked exits, electrical hazards, and inadequate fire suppression equipment.
4. Enforce fire codes and regulations by educating building owners, occupants, and businesses about fire safety requirements.
5. Mitigate code violations by utilizing all tools and resources available.
6. Conduct and support public education programs within the local school system and/or businesses to raise awareness about fire hazards, evacuation procedures, and the proper use of fire safety equipment.
7. Timely and accurately record inspections, violations, corrective actions, and enforcement activities in an organized manner that can be referenced easily when needed or in the event of legal proceedings.
8. Conduct fire investigations to determine the cause and origin.
9. Manage and conduct preplans of properties within the response area.
10. Assist in maintaining the operational readiness of fire and EMS response capabilities.
11. Consult and manage meetings with contractors, engineers, architects, developers, and other agencies regarding construction projects and activities.
12. Perform related duties when needed and as assigned by the Fire Chief.

QUALIFICATIONS

This is not an exhaustive list. Any one position within this classification may not include all of the knowledge, abilities, and skills listed nor do the listed examples include all of the knowledge, abilities, and skills which must be possessed.

1. High school diploma or general education degree (GED)
2. Education and training necessary to achieve the following certifications and licensures:
 - a. valid motor vehicle operator's license
 - b. valid Ohio Firefighter II Certificate
 - c. valid Ohio EMT-B or EMT-P Certificate
 - d. valid Ohio Fire Inspector Certificate
 - e. valid Ohio Fire and Explosion Investigation Certificate (within 1 year)
 - f. valid Ohio Underground Storage Tank Inspector License (within 1 year)
3. Five (5) years of full-time progressive firefighting experience
4. Experience conducting fire inspections

5. Strong knowledge of fire prevention, suppression equipment, and all fire operating systems
6. Thorough knowledge of federal, state, and local fire codes and regulations
7. Understanding of fire behavior as it relates to the various types of building construction
8. Ability to use safe work practices and procedures to minimize risk
9. Ability to organize and perform building and site plan reviews
10. Ability to understand and effectively communicate code interpretation and enforcement guidelines as needed
11. Ability to harness a collaborative environment when working on projects that require interactions from various parties
12. Ability to work under stress and use good judgment in emergency situations
13. Ability to tactfully and timely respond to requests and inquiries from the general public
14. Ability to operate specialized emergency communications equipment
15. Ability to safely operate department vehicles, apparatus, and emergency equipment
16. Ability to work evenings, holidays, and/or weekends for fire safety-related activities
17. Strong computer skills for data entry and computer-related communications
18. Mathematical skills for statistical analysis, hydraulic calculations, and other calculations of fire safety requirements and plan reviews
19. Project management skills to organize, schedule, and conduct meetings with business owners, contractors, and the public

WORKING CONDITIONS

This position will require work in both an office setting and in the field. In the field, there will be exposure to noise, dust, flammable irritants, and potentially hazardous materials. Sites visited will be at various levels of construction, and protective and safety attire may be required. At times, it may be necessary to work at high heights or on scaffolding and ladders, uneven surfaces, or confined places.

PHYSICAL REQUIREMENTS

A portion of this job will require physical exertion, including but not limited to standing, bending, reaching, lifting, crawling, and climbing.

DIRECT REPORTS

Part-Time Fire Inspector

