



## **FIRE MARSHAL (Full-Time)**

Upper Merion Township, located in King of Prussia, PA is looking for a dependable, effective and highly motivated **Fire Marshal** who will report directly to the Chief Fire and EMS. The **Fire Marshal** is a civilian position involving enforcement and emergency response matters that require tact and judgment. An employee in this position performs residential and commercial inspections of new and existing structures and sites to assure compliance with applicable codes and standards. In addition, this work involves protecting life and property by applying emergency response, current fire risk, inspection and prevention, and emergency management techniques. This position is expected to engage in and support the Firefighting and EMS operations for the Upper Merion Township Fire and EMS Department.

The **Fire Marshal** will be responsible for (including, but not limited to):

### **Essential Job Functions:**

- Reviews plans regarding installing or modifying fixed and portable fire protection systems, including sprinklers, dry chemicals, and other types of systems.
- Reviews plans regarding installing or removing above and underground tanks of combustible and flammable liquids and gases.
- Communicates regularly, by telephone, letter, or in person, with developers, builders, department heads, local, state, and federal fire and EMS officers/officials.
- Inspects structures and sites and maintains active files on all permitted activities.
- Investigates complaints dealing with violations of various Township Codes and standards and issues reports, field violation notices, and citations as deemed necessary.
- Consults with and provides technical advice to Township officials, residents, business owners, tenants, and contractors.
- Investigates the cause and origins of fires and interfaces in conjunction with the Investigation Division of the Upper • Merion Police Department regarding any fire-related criminal activity.
- Work with the Township's Emergency Management Team.
- Coordinates the upkeep of the Township's hydrant map, hydrant book, and fire pre-plan books.
- Maintains inventory, programs, and coordinates the department's electronic communication equipment.
- Responds to emergency incidents to assist the incident commander in completing necessary tasks or assignments.
- Inspects existing structures and sites to determine compliance with life safety and fire prevention codes.
- Responds to requests for service concerning complaints of violations of fire prevention, life safety, and property maintenance codes.
- Meets with architects, engineers, and contractors during the construction design phase to discuss various life safety and fire safety issues.
- Presents fire safety education programs to civic associations, schools, daycare centers, and businesses.
- Meets with property owners and tenants to develop emergency response plans.
- Conducts emergency response drills to ensure compliance with adopted plans.
- Responds to routine emergencies on a 24-hour a-day, 7-days a-week basis to assist the Fire and EMS Department in their operations.
- Responds to declared "local emergencies" on a 24-hour, a-day, 7 days-a-week basis to assist the Incident Commander as needed.
- Attends various meetings to represent the Township's fire protection interests.
- Utilizes a computer-aided design program to develop and maintain fire pre-plans for sites throughout the Township.
- Maintains Computer Aided Dispatch files in conjunction with Montgomery County.
- Performs related duties as required.

**Education Requirements:**

- Associate degree in Fire Science, Fire Administration, or a related field
- FEMA or equivalents: ICS – 100, ICS – 200, IS – 700 and IS - 800

**Certificates, Licenses and Registrations Required:**

- Possess and maintain a valid Pennsylvania driver's license (appropriate class with endorsements).
- Certified Fire Investigator from the Commonwealth of Pennsylvania or have the ability to obtain within one year of employment.
- International Code Council Fire Inspector I certification as required by the Uniform Construction Code or have the ability to obtain this required certification within 6 months of employment.
- State / Pro-Board Firefighter 1
- State / Pro-Board Haz-Mat Operations (with current Recertification)
- Emergency Medical Technician (EMT) – Preferred

**Knowledge, Skills, and Abilities:**

- Extensive knowledge of Township Codes, standards, and fire prevention and control ordinances.
- Extensive knowledge of fire behavior.
- Extensive knowledge of the theory and design of fixed and portable fire detection and suppression systems.
- Through understanding, including theory and application, of current fire, building, and life safety standards trends.
- Extensive knowledge of the theory and application of incident command.
- Skill in the use of basic Microsoft applications to include spreadsheet programs.
- Skill in the utilization of standard safety equipment.
- Skill in interpreting the Construction Code, Township ordinances, and regulations.
- Ability to meet with the public and effectively explain and interpret the Township's codes, standards, and ordinances, including the intent thereof.
- Ability to establish and maintain effective working relationships with developers, builders, property owners, and Township Officials in situations that may involve stress.
- Ability to communicate effectively in both oral and written form.

**Minimum Experience and Special Requirements:**

- A minimum of five (5) years of responsible fire suppression is required
- A minimum of three (3) years of investigation experience is preferred

**Background Clearances:****Must be able to successfully pass an extensive background to include but not limited to:**

- FBI Fingerprint / Criminal History
- Pennsylvania State Police background check
- Child Abuse Clearance
- License / Certification Review

**Medical Clearances:**

- Ability to pass an NFPA 1582 firefighter medical exam
- Ability to pass a Psychological Exam

**Physical and Mental Qualifications:**

- Normal sight (corrected or uncorrected);
- Normal audio/hearing (corrected or uncorrected);
- Must be able to walk and run over uneven ground and be able to lift, carry, and pull materials of varying types and weights;
- Must be able to speak clearly and audibly into a radio microphone in emergency situations and must be able to speak clearly and audibly to others with whom he/she is working;
- Report clearly, legibly, verbally and professionally;
- Mentally, must be able to understand, interpret, and apply principles of suppression and emergency procedure in a variety of situations;
- Must be able to comprehend, remember, and apply concepts involved; and
- Must be able to handle immense pressure and still perform in emergency, sometimes volatile situations involving persons who are distraught, hostile, or violent.

**Examples of Physical Requirements of the Position:**

- Ability to stand for a minimum of 4 up to 8 hours, walk for a minimum of 4 up to 8 hours, sit for a minimum of 2 hours, and drive a minimum of 2 hours.
- Ability to bend, stoop, squat, crawl, crouch, kneel and lift.
- Ability to climb, push and pull, and reach above shoulder level.
- Ability to lift up to 10 pounds of tools, equipment, and materials.
- Ability to lift up to 100 pounds of tools, equipment, and materials.
- Ability to use both the right and left foot to operate foot controls of vehicles.
- Ability to use both the right and left hand for firm grasping.
- Ability to perform job functions using safety precautions on unprotected heights and work around moving machinery.
- Ability to drive automotive equipment.
- Ability to perform job functions using safety precautions where environmental conditions may be challenging.
- Ability to perform job functions while wearing firefighting gear and SCBA.
- Ability to perform job functions in darkened buildings and confined spaces.
- Ability to maneuver across uneven and debris-filled areas.
- Ability to raise, climb, and work on ladders using safety precautions
- Ability to perform job functions in all types of weather and temperatures
- Withstand exposure to weather, unprotected heights, uneven or slippery surfaces, frequent dusty conditions, high noise levels, temperature extremes (up to 100 degrees F.; down to 0 degrees F) and occasionally hazardous materials.
- Work in confined spaces.
- Stand and walk for prolonged periods, climb, bend, crouch, kneel, lift, climb ladders, handle vehicle control tools, carry, push, and pull up to 150 lbs., and reach at all levels.

**Starting Pay Rate:** \$65,000.00

**Application Deadline:** **Friday, October 13, 2023 at 5:00 PM.**

**How to Apply:**

For immediate consideration, applicants should submit:

A completed **job application:**

<http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> ;

A **cover letter;** and

A **resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org).

**Equal Opportunity Employer**