



**CITY OF FAIRBORN**  
**invites applications for the position of:**

**Fire Marshal**

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**SALARY:** \$33.35 - \$47.20 Hourly  
\$2,668.00 - \$3,776.00 Biweekly  
\$5,780.67 - \$8,181.33 Monthly  
\$69,368.00 - \$98,176.00 Annually

**OPENING DATE:** 01/10/22

**CLOSING DATE:** 01/18/22 11:59 PM

**DESCRIPTION:**

Under the direction of the Fire Chief is responsible for fire prevention and inspection work, as well as developing and implementing the department's overall community risk/life safety plan. Work involves performing skilled inspections, and enforcing compliance with fire safety codes, NFPA standards, local ordinances, state and federal laws, and other regulations required for various buildings, structures, and installations. Duties include establishing and maintaining inspection, training, and public education and awareness programs. Works special events and may report in after hours for events and emergency situations. Duties may extend to fire investigation and various components of engineering, enforcement, education, and economic incentive programs. Performs other work as assigned.

**EXAMPLES OF DUTIES:**

Inspects a variety of occupancy types for existing and potential fire hazards and orders correction of dangerous conditions.

Assists in the development and maintenance of a written community risk assessment, and associated policies and ordinances.

Reviews building plans to evaluate fire protection systems, and code compliance; consults with architects, builders, and developers regarding methods, materials, city specifications, and problem areas.

Manages the fire prevention program with public educational initiatives (i.e., smoke detector and CO detector giveaway; education, training, fire extinguishers; fire drills and exit drills, and home safety inspections) through school visits, station visits, community meetings, and community festivals.

Conducts on-site inspections of new and existing construction projects to ensure compliance with all laws, standards, rules, regulations, policies, and operational guidelines of the department.

Assists with the development of incident action plans (IAP) for community events.

Works with Fire Department, Building Code and Inspection, and other City and County departments in evaluating plans, building reviews, and fire protection.  
Directs the inspection program; instructs and leads the fire inspection training program and the

public education program.

Inspects complaints of hazardous conditions or practices; participates with fire, building inspection and code enforcement personnel in identifying, correcting, and removing potential fire hazards.

Lead and manage the fire investigation program. May investigate fire scenes to determine cause; ensures completion of and submits reports relative to findings.  
Conducts departmental training on relevant subjects as needed.

Responsible for providing outreach and training to city, civic, and public groups as requested using presentations, public service announcements, and general communication methods.

Inspects, investigates, and advises on storage, use and/or release of hazardous materials.

Assists in the development and maintenance of an organizational strategic plan and focuses the community risk reduction program on the strategic plan and risk assessment.

Works special events, city events, and Nutter Center events. Responsible for coordinating and working the annual Fire Department Open House.

Responds to pertinent inquiries, comments, concerns, or complaints with timely feedback.

Compiles, enters, and retrieves information, data, and statistics to prepare reports.

## **TYPICAL QUALIFICATIONS:**

Valid Ohio Driver's License and must remain insurable under the City's vehicle insurance plan.

Bachelor's degree preferred. Minimum of five (5) years' experience in related field. State of Ohio certification as a Fire Safety Inspector; American Heart CPR, AED, and First-Aid.

Working knowledge of code structure, especially NFPA and ICC, the Ohio Building Code and Ohio Fire Code; NIMS ICS-100, 200 and NIMS ICS-700, 800; Juvenile Fire setter Intervention Specialist preferred.

Ohio Fire Protection Inspector (Board of Building Standards) certification required within two (2) years of hire.

IAAI Certified Fire Investigator (CFI) or NAFI Certified Fire and Explosion Investigator (CFEI) certification required within 3 years

## **SUPPLEMENTAL INFORMATION:**

Ability to inspire, lead, and manage members of the organization.

Ability to work autonomously, while possessing strong time management skills.

Knowledge of pertinent Federal, State, and local laws, codes, and regulations.

Knowledge of effective inspection methods and techniques in accordance with current standards and best practices.

Knowledge of the fire hazards involved in various types of construction and in the storage of combustibles, flammables, and explosives.

Ability to compile and analyze data to recommend and implement new programs, policies, and

goals

Knowledge of chemicals and flammable, explosive, and similar materials.

Knowledge of modern and complex firefighting principles and practices of fire suppression and prevention.

Knowledge of automatic detection and suppression systems.

Knowledge of building codes and construction practices and materials; fire protection, alarm and water supply systems; fire sprinkler designs, plans, and hydraulic calculations.

Knowledge of basic computer programs and operation.

Ability to recognize existing and potential fire and casualty hazards in a wide variety of structures and installations.

Ability to read, understand, and interpret blueprints and building construction plans and specification and applicable codes, regulations, and laws.

Ability to work effectively with and maintain effective relationships with Fire Administration, Fire Department Employees, city employees, contractors, and the public.

Ability to research, analyze, and evaluate new program techniques, methods, and procedures.

Ability to prepare clear and concise oral and written reports.

Ability to enforce firmly, professionally, and impartially.

Ability to possess and maintain the physical strength needed to perform essential functions; including the use of personal protective equipment as required or directed.

Includes but is not limited to footwear, head protection, eye protection, hearing protection, and respiratory protection.

Skill in the operation of a light motor vehicle.

Skill in effective public speaking.

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EOE - M/F/D  
APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ci.fairborn.oh.us>

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Position #00127  
FIRE MARSHAL  
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