

## City of Greenwood – Deputy Fire Marshal

<b>Job Title:</b>	Deputy Fire Marshal	<b>Job Category:</b>	Non Exempt - Civilian
<b>Department/Group:</b>	Fire Dept. - Administration	<b>Job Code:</b>	
<b>Location:</b>	155 East Main Street Greenwood, IN 46143	<b>Job Classification:</b>	Public Safety
<b>Level/Salary Range:</b>	Defined by Salary Ordinance	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Fire Marshal
<b>Fax:</b> (317) 887-5868 <b>Email:</b> HR@greenwood.in.gov	<b>Mail: City of Greenwood. Attention: Human Resources Department</b> 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Performs technical and supervisory work enforcing fire codes, performing fire inspections and fire investigations; conducts fire education programs and promotes overall fire prevention efforts within the City of Greenwood.</b>		

### Duties and Responsibilities:

- Compliance with the City of Greenwood Employee Handbook and General Orders of the Greenwood Fire Department.
- Participates in conducting fire inspections of businesses, commercial buildings and places of public assembly for existing or potential fire hazards.
- Perform building and site plan review for all new construction for compliance with fire codes including automatic fire suppression and detection systems; prepare written fire code requirements; conduct final occupancy inspections.
- Enforces fire section of state building code and NFPA codes.
- Conducts follow-up inspections to ensure that deficient conditions are corrected.
- Consult with contractors, engineers, architects, developers, builders, property owners and other agencies regarding construction projects and activities.
- Explain enforcement guidelines to department personnel, citizens and professional agencies; organize and maintain records.
- Conduct fire investigations and investigate explosions to determine cause and origin; respond to and perform inspections originated from citizen complaints.
- Present fire and safety education programs for the community, instruct groups on fire safety and prevention methods and participate in other educational programs for various groups and general public.
- Prepare written reports on all inspections, investigations, plan reviews and system tests.
- Performs other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED and certification by State of Indiana as First Class Firefighter (NFPA FF I/II), Officer I, Instructor I, Fire Inspector I, Fire Investigator are required as well as ability to complete other required training programs.
- **Experience:** Five (5) years in active code enforcement.
- **Skills and Abilities:** Possession of a valid driver's license and demonstrated safe driving record. Must be able to use radios including knowledge of procedures and limitations, and must be able to speak clearly. Must be able to work 8

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hour days and/or extended hours and respond swiftly, rationally and decisively to emergency situations. Ability to recognize signs and symptoms of some communicable diseases and dangers of blood borne pathogens and protect oneself from contamination by utilizing universal health precautions and avoiding high risk environments.

- **Physical:** Ability to sit, walk and stand for extended periods of time, routinely lift and carry objects weighing more than 50lbs. Must be able to push, pull objects, climb stairs and ladders, reach, bend, handle and grasp objects and be able to successfully complete an annual medical evaluation and physical agility test as prescribed by the Greenwood Fire Department. May be exposed to a variety of environments including exposure to hazardous conditions which may include smoke, toxic chemicals, noxious gases/fumes, extreme temperatures and dangerous heights.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

Human Resources: [HR@greenwood.in.gov](mailto:HR@greenwood.in.gov)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR approved By:

Date: