



## TOWN OF VALDEESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDEESE, NORTH CAROLINA 28690-0339

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### **Fire Marshal**

The Town of Valdese is seeking a service-oriented professional that is passionate about leadership and supporting the mission to protect the life and property of the citizens and visitors of Valdese through prevention, education, and mitigation services delivered with pride and integrity, to serve as our next **Fire Marshal**. The Town of Valdese is committed to providing an encouraging atmosphere that supports job satisfaction and professional growth for all town staff. Valdese, (approximate population 4,500) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains".

The Fire Marshal performs technical and supervisory work enforcing fire codes, performing fire inspections, conducting fire investigations and fire education programs, and promotes overall fire prevention efforts within the Town as well as full participation in fire suppression, emergency medical services and rescue. This position also actively participates in the fire department's Safe Kids Program.

#### ***Education and Experience Requirements:***

Graduation from high school or equivalent and a minimum of 5 years fire service experience.

#### ***Special Requirements:***

Valid North Carolina Class B Driver's License, North Carolina State Firefighter Certification, North Carolina Fire Apparatus Driver/Operator Pumps and Aerials Certifications, North Carolina NC Emergency Medical Technician Certification, possession of North Carolina Fire Prevention Inspector Level III Certification, Child Passenger Safety Technician, or willingness and ability to obtain required certifications. The position requires residency within 1.5 miles of the corporate city limits of Valdese. This residency requirement must be met within six (6) months from the date of hire.

#### ***Compensation and Benefits:***

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The hiring salary for this position is \$38,858. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

#### ***Contact and submittal information:***

Courtney Kennedy  
Human Resources Director  
P.O. Box 339  
Valdeese, NC 28690

Email: [ckennedy@valdesenc.gov](mailto:ckennedy@valdesenc.gov)

Telephone: 828-879-2120

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting [www.townofvaldeese.com](http://www.townofvaldeese.com).

**Deadline: September 13, 2019.**

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



## Town of Valdeese Fire Marshal

### I. General Statement of Duties

Performs technical and supervisory work enforcing fire codes, performing fire inspections, and conducting fire investigations. Conducts fire education programs and promotes overall fire prevention efforts within the Town, actively participates in fire suppression, emergency medical services and rescue, and the department's Safe Kids Program.

### II. Distinguishing Features of the Class

An employee in this class performs varied tasks to include fire code enforcement and inspections, investigations, fire education, and plans review; in addition to performing fire suppression duties, employee is required to provide emergency medical care and perform rescue response duties. Employee is responsible for fire prevention programs to ensure compliance with state and local fire laws, codes, rules, and regulations. Work includes performing inspections of commercial and retail establishments, health care facilities, new construction, and residences. The employee plans and implements a fire prevention program and conducts safety education for all ages of the community. Work also includes participation in investigations of fires to determine if criminal actions may have contributed to fires and participation in site plan review for adherence to fire and Town codes and ordinances. Considerable independence and judgement are required in all aspects of work, particularly in fire inspections and investigations. Considerable public contact requires that the employee exhibit tact and diplomacy in seeking compliance with fire laws, codes, rules, and regulations. The employee is subject to taking incident command at the scene of emergency incidents; employee must maintain physical response abilities. Employee is subject to hazards associated with fire inspection and investigation work including working in both inside and outside environments, extreme cold weather, and exposure to various hazards such as high heat, chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places and below grade. Employee is also exposed to atmospheric conditions and blood-borne pathogens, and may be required to work in close quarters. Work is performed under the general supervision of the Fire Chief and is evaluated through written reports, through observation, and conferences concerning the quality and effectiveness of work performed.

### III. Duties and Responsibilities

#### Essential Duties and Tasks

- Performs fire inspections of businesses, commercial buildings and places of public assembly to identify existing or potential fire hazards; enforces fire section of state building code and NFPA codes.
- Conducts follow-up inspections to ensure that deficient conditions are corrected.
- Prepares and submits reports of deficiencies; levies and collects fees for non-compliance;
- Conducts complex review of contractor's plans for new buildings, or renovations to existing buildings, to ensure compliance with fire code; reviews site plans for proper planning and construction.
- Prepares and maintains records of fire loss and departmental activities.
- Supervises and prepares pre-incident plans.
- Plans and conducts various fire prevention and safety education program for all ages; coordinates department plans for Fire Prevention Week; instructs various segments of the community on fire safety through education of the existing codes, laws, and regulations.
- Assists the Fire Chief with a wide variety of research, records, planning, and administrative activities including emergency preparedness, emergency operations incident command, clean up, mitigation, and FEMA reporting.
- Responds to a wide variety of incidents including fires and medical; incidents involving hazardous materials, confined space rescue and other services as required.

### **Additional Job Duties**

- Actively participates in the department's Safe Kids Program.
- Performs related duties as required.

## **IV. Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

- Knowledge of the North Carolina Building Code, NFPA Standards and Town Ordinances relating to fire prevention.
- Knowledge of the occupational hazards and appropriate safety precautions involved in firefighting, rescue, and emergency medical operations.
- Knowledge of the methods of readily ascertaining the presence of existing or potential fire hazards.
- Knowledge of the methods and practices related to fire prevention.
- Knowledge of the sources and use of information about current fire prevention, and skill in their teaching and application.
- Knowledge of fire prevention and safety educational programming and skill in training and public presentations.
- Knowledge of emergency medical response at the EMT-B level.
- Knowledge of fire suppression methods, principles and practices
- Knowledge of various water, building, and confined space rescue and extrication.
- Ability to enforce codes and laws with firmness and fairness; visual acuity to conduct inspections.
- Ability to establish and maintain good working relationships with other employees, business and civic leaders, and the general public.
- Ability to communicate effectively; ability to prepare and submit clear and concise reports.
- Ability to lead and inspire confidence under the stress of emergency conditions.

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, climbing, balancing, pulling, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be capable of performing physically challenging work under emergency conditions.
- Must be able to successfully complete fire department's physical agility test, successfully pass medical physical exam and drug test. Must successfully pass criminal background check.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and 20 pounds of force constantly to move objects.
- Must possess the visual acuity to work with data and figures, operate a computer terminal, and perform extensive reading and operate equipment.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.
- Must successfully complete the fire department fit-for-duty evaluation

### **Desirable Education and Experience**

- Graduation from a community college with a degree in fire science supplemented by courses in fire inspection and prevention and considerable experience in the fire service including considerable supervisory experience; or an equivalent combination of education and experience.

### **Special Requirements**

- Possession of Fire Inspector Standard Level III.
- Possession of a valid North Carolina class B driver's license.
- Possession of NC State Firefighter Certification
- Possession of NC Fire Apparatus Driver/Operator certification.

- Possession of North Carolina EMT-B certification.
- Child Passenger Safety Technician certification

**V. Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

**VI. FLSA Status**

This position is non-exempt.