



CITY OF SENECA  
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[www.Seneca.SC.US](http://www.Seneca.SC.US)

## City of Seneca – Position Description

### **FIRE MARSHAL**

#### **GENERAL PURPOSE**

Supervises activities of firefighters and engineers, conducting inspections in variety of structures and situations to ensure the safety of district and its population. Inspects various existing structures for properly functioning equipment, detecting hazardous contents of buildings, checking for improper wiring, checking for current, properly maintained fire suppression systems, and any public safety issues that might be encountered in this process. Serves as liaison with public in emergency situations. Serves as back up in firefighter capacity as needed. Provides supervision as needed, works under general guidance of shift captain. Reports to the captain on duty for that particular shift.

#### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs and posts occupant inspections and ensures all public buildings meet current codes and are safe to the general public. 75% of time is spent on this duty.
- Responds to fire alarms and determines from observation, the nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs fire-fighting crews accordingly.
- Supervises routine salvage and investigative operations at fire scenes.
- Assists in supervising an assigned tour-of-duty at a fire station and responds to emergency calls. Organizes shift activities when shift officer is absent.
- Oversees repair and upkeep of fire-fighting equipment, fire station, and grounds.
- Supervises and participates in periodic fire drills, formal and informal training courses.
- Assists in training of subordinates in use of equipment and methods of extinguishing all types of fires.
- Determines or assists in determining fire cause(s).
- Searches for victims in burning structures.
- Assists EMS at auto accidents.
- Maintains files on chemicals in establishments in areas per Federal Regulations.

- May conduct fire drills for occupants of buildings.
- Trains employees in the use of fire extinguishers.
- Supervises and coordinates activities of fire companies fighting multiple alarm fire until relieved by superiors.
- Administers first aid and artificial respiration.
- Prepares and submits proposal for new equipment or modification of existing equipment to superiors.
- Provides public education and fire prevention programs.
- Provides tours for the public. Provides fire safety presentations in schools.
- Prepares fire reports as needed.

## **PERIPHERAL DUTIES**

- May administer first aid and artificial respiration.
- May write and submit proposal for new equipment or modification of existing equipment to superiors.
- Participates in individual and group advanced training courses.
- May assist in the provision of Public Education and Fire Prevention Programs.
- Fills in for other positions within the department.
- Attends conferences and meetings to keep abreast of current trends in the field.
- Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- A. High School diploma or GED equivalent;
- B. Five (5) years of fire management experience; and
- C. Completion of the Fire Training Academy; or
- D. Any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
- Moderate knowledge of computer equipment and software.
- Working knowledge of first aid and resuscitation techniques and their application.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of the listed tools and equipment.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

## **SPECIAL REQUIREMENTS**

- Must possess, or be able to obtain by time of hire, a valid SC CDL Driver's License.
- Ability to meet Departmental physical standards.

## **TOOLS AND EQUIPMENT USED**

Fire apparatus, vehicles, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is moderate in office settings, and loud at an emergency scene.

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*The duties listed above are intended only as 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.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*