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| **Department:** | Fire |  | **Reports to (title):** | Fire Chief |
| **Probationary Period** |  |  | **Supervises:** |  |
| **Pay Grade:** |  |  | **Classification:** |  |
| **Hours/week:** | 40 hrs per week  |  | **Effective Date:** | April 10, 2015 |
| **Type of Position:** | Full-time |  | **Revised Date:** | April 10, 2015 |
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| performance EXPECTATIONS |
| In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:* Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
* Adhere to all professional and ethical behavior standards inherent to the Public Sector.
* Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
* Possess cultural awareness and sensitivity.
* Maintain a current, insurable driver’s license.
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| POSITION PURPOSE  |
| The purpose of this position is to perform a wide variety of technical tasks and functions in support of fire safety inspections of commercial and public buildings; investigates all fires, enforce all codes and ordinances related to fire safety; provide fire and safety prevention programs and provides technical and highly complex support to the Fire Chief |
| essential Duties, functions & Responsibilities  |
| * Inspects all commercial and public buildings for safety and code violations.
* Perform s 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.
* Consults with contractors, engineers, architects, developers, builders, property owners and other agencies regarding construction projects and activities.
* Interprets enforcement guidelines to department personnel, citizens and professional agencies; organize and maintain records.
* Conducts fire investigations and investigate explosions to determine cause and origin; respond to and perform inspections originated from citizen complaints.
* Presents 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.
* Prepares various reports on operations and activities; city streets and business listings; prepare written reports on all inspections, investigations, plan reviews and system tests.
* Operates fire equipment during routine and emergency situations; confine and extinguish fire incorporating proper firefighting and safety procedures at all times; provide medical services as needed.
* Identifies opportunities for improving work methods and procedures; review with appropriate management staff; implement improvements; instruct on CPR procedures.
* Responds to emergencies and exercises command responsibility on-scene in absence of the Fire Chief.
* Assists in maintaining operational readiness of fire response capabilities.
* All department personnel are required to have a working telephone in their home with the number provided to the department. (City of Lovington Municipal Code2.44.050(d))
* Provides excellent customer service
* Performs other duties as assigned
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| MINIMUM MANDATORY qualifications |
| Experience: | Five (5) years direct work experience |
| Education: | High School Diploma or GED |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | Read, write, speak and comprehend the English language and basic arithmetic * Possess thorough knowledge of the principles and practices of fire and rescue administration, organization, personnel, budget, finance, and purchasing.
* Possess thorough knowledge of fire department policies, rules, and regulations.
* Possess thorough knowledge of modern firefighting, rescue, and fire prevention principles, practices, and procedures.
* Possess thorough knowledge of emergency operations and training including EMS, fire prevention, and communications.
* Possess thorough knowledge of training needs assessment and effective training delivery.
* Possess thorough knowledge of effective personnel management techniques including team building, conflict resolution, and meeting facilitation.
* Possess ability to plan, develop, and coordinate strategic management plan goals and objectives.
* Possess ability to recognize potential administrative problems and to propose viable solutions.

Possess Hazardous Materials – Operations levelPossess knowledge of word processing and data entry software. (Word, Excel)Possess extensive knowledge of AIM EMS management system.Ability to travel, overnight on occasionAbility to work evenings, weekends, holidays and on stand byAbility to work under stressful conditionsAbility to work standard office equipment* Possess high level of customer service at all times.
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| PREFERRED QUALIFICATIONS |
| * Fire Protection Basic Fire Inspector Certification
* Fire and Arson Investigator Certification
* Post-Secondary work in related field
* Bilingual skills in English and the Spanish language
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| WORK ENVIRONMENT |
| Work environment: | Work is performed indoors and outdoors and occasionally in confined spaces. Subject to shift work, extended shifts, call-back status, and on-call status. Possibility of exposure to physical risk, exposure to all environmental conditions. The noise level in the work environment is usually moderate to loud occasionally. |
| Physical demands: | While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds or more often upstairs. This position must comply with physical fitness standards as set forth by the Department and State and National regulations. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.  |
| Mental demands: | There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues. |

***Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***

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| Reviewed by |  | TITLE |  |
| Approved by |  | TITLE |  |
| Date posted |  | DATE HIRED |  |

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| acknowledgment |
| I have reviewed the content of the FIRE MARSHAL Position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.Describe any accommodations required to perform these functions:      *Employee (printed name) Employee (signature)* *Date* |