



Fire Department/Building Department

Title: Fire Marshal/Code Enforcement Officer	City of Tiffin Job Code:
City of Tiffin Dept/ Division: Fire Department/Fire Prevention	Adopted: September 6, 2022
AFSCME Salary Grade: \$60,000-\$70,000	Manager Level: non-managerial
FLSA Status: Exempt; Full-time, permanent	Reports to Position: City Administrator
Physical Demand Rating: Light to Extreme	City Overtime Status: N/A Exempt
Work Environment: Both controlled and outdoors in all weather in unfavorable or unsanitary conditions.	Pre-employment Testing: Drug, health, and background screening after contingent offer
Position Testing: Knowledge & skills test	Personal Protective Equipment: Head, foot, eyewear, protective clothing while on job site. Fire PPE and SCBA while on fire ground.

General Statement of Duties:

Manages, coordinates, and supervises work involving fire prevention activities. Oversees the enforcement of fire codes, ordinances, and policies of the City. Oversees the approval of all fire-related construction documents for new construction and revision to existing buildings within the jurisdiction of the City. Responds to fire and EMS emergency incidents. This position maintains a cooperative working relationship with property owners, contractors, design professionals, fellow employees and the public. Provides excellent customer service skills. Demonstrates good knowledge of state and local codes.

Distinguishing Features of the Class:

Works under supervision of the City Administrator or their designee with considerable leeway granted for the exercise of independent judgement and initiative within the scope of the position and established ordinances, codes, and guidelines.

Examples of Essential Work (Illustrative Only)

As related to duties of Fire Department

1. Manages the enforcement of federal, state, and local fire codes, City ordinances and Department policies for the purpose of life safety and maintaining existing buildings and properties within the City’s jurisdiction.
2. Coordinates with the building department in reviewing of construction plans and documents for new construction and renovations to existing buildings within the City’s jurisdiction in reference to the NFPA and IFC.
3. Works closely with outside agencies directly associated with the City and Department for the purpose of code and ordinance enforcement. Coordinates and participates in outside activities beneficial to the City and Department. Oversees and administers fire inspections within the City of Tiffin, and issues written notices of code violations.
4. Recommends changes to the fire code as necessary for the protection of the citizens of the City.

5. When available during working hours, responds to fire, medical, and other emergency situations and incidents dangerous to the public, and attends training.
6. Meets with and assists architects, engineers, contractors, and others involved in the development and construction activities where fire codes ordinances, or standards may affect such activities.
7. Participates in the investigation and reporting of incidents involving accidental releases or illegal disposal of hazardous materials with other City departments.
8. Investigates complaints related to immediate life safety hazards.
9. Prepares, completes, and maintains complete and permanent records of all fire prevention activities including, public education contacts, inspections, conditions corrected, citizen complaints, special hazards, and fire investigation reports, in addition to emergency incident reports.
10. Performs related or other work as assigned by the City Administrator, Fire Chief or Building Official.

As related to duties of the Building Department

11. Assumes responsibility for enforcement of the City of Tiffin Building Codes.
12. Reviews and interprets building codes which regulate the inspection and installation of structural systems, as well as related codes, ordinance, and laws.
13. Prepares and monitors documentation. Authorizes building permits and certificates of occupancy.
14. Enforces the flood plain ordinance.
15. Receives and investigates complaints regarding code violations and property conditions.
16. Analyzes zoning and nuisance code requirements for consistency and enforceability; makes recommendations to the Building Official and City Staff.
17. Responds to questions and provides information to the public, City Staff and governmental agencies to assist them in understanding building, zoning and housing regulations.
18. Initiates legal action as necessary to obtain compliance with building codes.
19. Investigates special problems, technical data or other matters relating to structural inspection, files oral or written reports on same.
20. Makes recommendations to improve section operations and procedures.
21. Maintains manual and computerized inspection records.

General:

1. Attend City and Department staff meetings.
2. Perform all work duties and activities in accordance with City and Fire Department policies, procedures, and safety practices, attends work regularly at the designated place and time;
3. Support continuous process improvement initiatives.
4. Perform related work as required or assigned.

Required Knowledge and Abilities:

Knowledge of:

1. Principles, methods, and practices of modern fire prevention management, fire suppression activities and emergency medical services, and fire investigation techniques.
2. Relevant federal, state, and local laws, codes and regulations.
3. Hazardous materials, associated properties of those materials, and the ability to apply applicable codes regulating those materials.
4. Current computer applications utilized by the City and Department.
5. Modern office procedures, methods, and equipment including business letter writing, basic report preparation, and principles and procedures of record keeping.
6. Knowledge of functions and operations of structural installations and systems in building construction.

7. Knowledge of City Building codes and other laws and ordinances relating to structural installations in buildings and building safety standards.
8. Understanding of municipal budgeting and practices.
9. Skill in relating observations of conditions to building code provisions and safety standards.

Ability to:

1. Operate a personal computer or other personal digital devices and related software of the City to carry out assigned duties and responsibilities.
2. Handle difficult or sensitive issues, using professionalism and an understanding of organizational culture.
3. Utilize ingenuity and inventiveness in the performance of assigned tasks. Use problem solving skills including anticipating, analyzing, diagnosing, and resolving problems.
4. Evaluate programs, policies, procedures, and activities in order to improve fire prevention operations within the City.
5. Perform under considerable stress while confronted with emergency situations.
6. Operate hand tools of the construction trades, tools of the fire department, motor vehicles, and a personal computer.
7. Work under direction, exercising considerable discretion in execution of fire prevention and code enforcement activities.
8. Develop and use empathetic listening skills, communicate with clarity and maintain an attitude that conveys respect, assistance, honesty and resourcefulness.
9. Interact effectively with customer and citizen issues over the phone and in person.
10. Work cooperatively and maintain effective working relationships to accomplish job responsibilities.
11. Quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
12. Be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
13. Work with, manage, and/or lead other fire department personnel on emergency incidents.
14. Research and organize data, write reports, and make written and verbal presentations.

Acceptable Experience and Training:

1. High School diploma or equivalent (Associate's or Bachelor's Degree preferred) with 5 years of progressive fire experience (fire officer or related position preferred). Supervisory experience is preferred.

Required Special Qualifications:

1. Valid driver's license for the State of Iowa.
2. Certified IFSAC/ProBoard Firefighter I & II and Fire Officer I (consistent with NFPA 1001 & 1021 Job Performance Requirements).
3. Certified Fire Inspector I (ICC or NFPA).
4. Certified Fire Plans Examiner (ICC or NFPA) within 6 months of hire.
5. Iowa Emergency Medical Technician certification or higher.
6. NIMS certifications: 100, 200, 300, 400, and 700.
7. Certified Residential Plans Examiner (ICC) within 2 years of hire.
8. Certified Building Code Official (ICC) within 6 months of hire.
9. Certified Property Maintenance and Housing Special Inspector.

Essential Physical Abilities:

This position will require the employee to perform strenuous work seldom or for extended periods of time, while performing some or all of the following:

1. Wear a respirator (SCBA); as needed for position.
2. Wear and/or carry over 50lbs of protective clothing/equipment.
3. Work in overheated, extreme cold, or wet environments.
4. Work under adverse or stressful conditions.
5. Work may require the employee to climb, balance, bend, stoop, kneel, crouch and/or crawl.
6. May occasionally lift, push or pull up to 100 pounds.

This position will require the following with or without reasonable accommodation:

1. Sufficient clarity of speech and hearing, which permits the employee to communicate effectively.
2. Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information.
3. Sufficient manual dexterity, which permits the employee to operate contractor's hand equipment, measuring devices and other tools in addition to handling a variety of records and files in an office setting.
4. Sufficient personal mobility, which permits the employee to access unfinished work sites in all weather.

Special Requirements:

1. Requires ability to pass a pre-employment physical, drug screening examination, and a comprehensive background check.
2. Employee must be insurable under the City and Department's vehicle and umbrella liability insurance carrier.