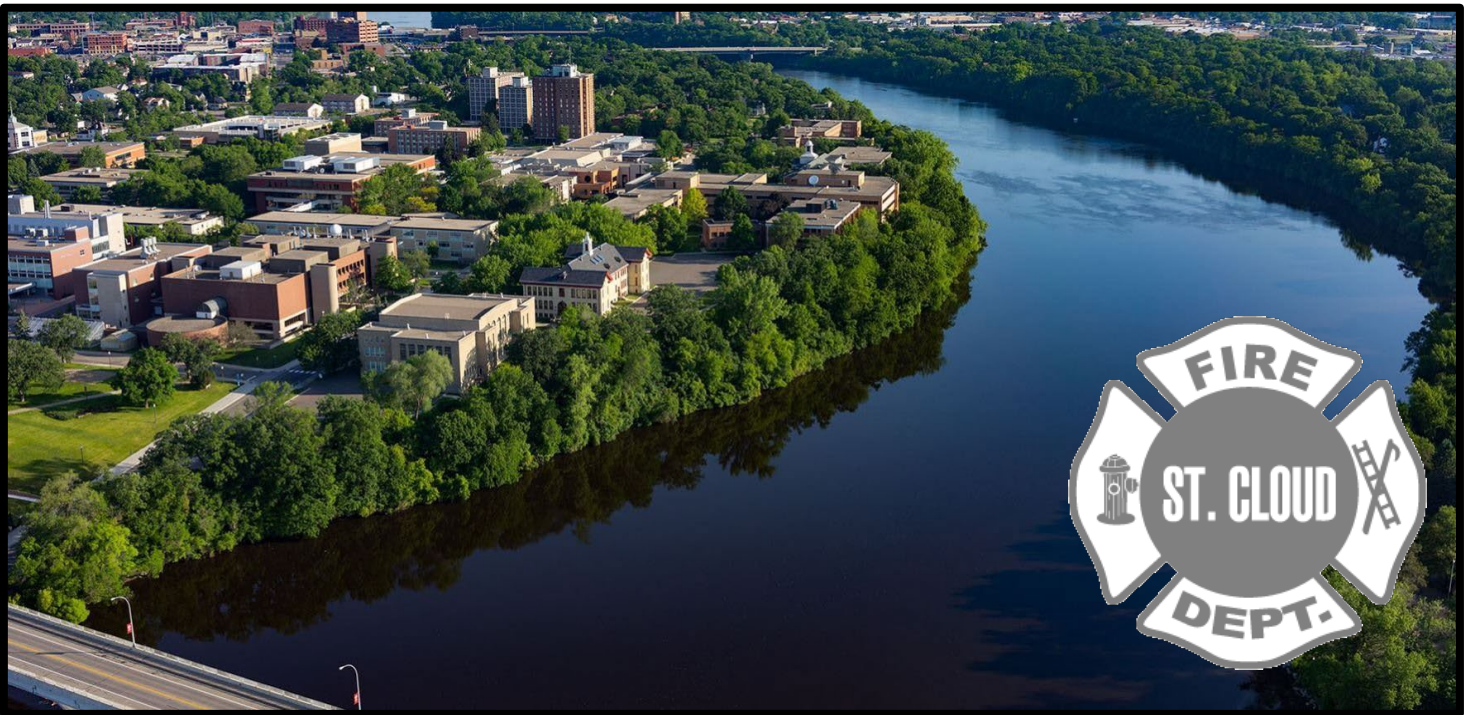


THE ST. CLOUD FIRE DEPARTMENT
IS SEEKING QUALIFIED APPLICANTS
FOR THE POSITION OF
ASSISTANT FIRE MARSHAL



CITY OF
ST.CLOUD
MINNESOTA



FINAL DATE FOR
SUBMITTAL

MARCH 31
2025

320-650-3500

WWW.CI.STCLOUD.MN.US

1201 7TH STREET SOUTH - ST. CLOUD MINNESOTA 56301



OUR COMMUNITY

Located in the heart of Minnesota, on the banks of the Mississippi River, St. Cloud is approximately 70 miles northwest of Minneapolis-St. Paul and serves as a hub for commerce in Central Minnesota. St. Cloud is situated in the world-famous Lakes Region, and is one of Minnesota's fastest growing metropolitan areas, with a daily influx population of over 190,000, including thousands of students on the campus of St. Cloud State University. St. Cloud is recognized by Forbes Magazine as one of the best places in the country to live and do business. Our community's central location in the state has fostered a diverse, vibrant economy based on manufacturing, agriculture, national and international industry, and retail sales and services. With a colorful art scene, hundreds of restaurants and shops, exceptional recreational opportunities and welcoming business climate, St. Cloud is a coveted place to live and work. Housing choices in St. Cloud cover the entire spectrum, from upscale rentals and condominiums to quiet tree-lined neighborhoods, executive housing, and rural homesteads. Best of all, the price of housing and other cost-of-living elements are pleasantly affordable, so residents are able to get more value for every dollar.

OUR FIRE DEPARTMENT

The St. Cloud Fire Department is a full-service, fully-career organization currently operating out of five fire stations. We have a motivated team that enjoys strong external stakeholder support within the community, quality equipment, and ongoing training for excellence.

Located in the heart of downtown St. Cloud, Fire Station 1 serves as the department's headquarters, housing our prevention services, administration, training and education services, and fire apparatus maintenance, in addition to housing three full-time emergency response units. Our crews staff stations 24 hours a day, 7 days a week, which allows for a quality response anywhere in the city.

Our emergency units respond to approximately 10,000 incidents per year. The St. Cloud Fire Department also provides hazardous materials incident response. Our Chemical Assessment and Emergency Response Teams provide primary coverage for eleven counties in central Minnesota.

The St. Cloud Fire Department offers quality Emergency Medical Services to ensure the highest level of care is provided by the closest unit responding. Additional services provided by the St. Cloud Fire Department include:

- Airport rescue and firefighting
- Confined space rescue
- Extrication and complex rescue services
- Fire inspection and plan review
- Ice and water rescue
- Public fire education
- Technical and high-angle rope rescue

RECRUITMENT VIDEO





ASSISTANT FIRE MARSHAL

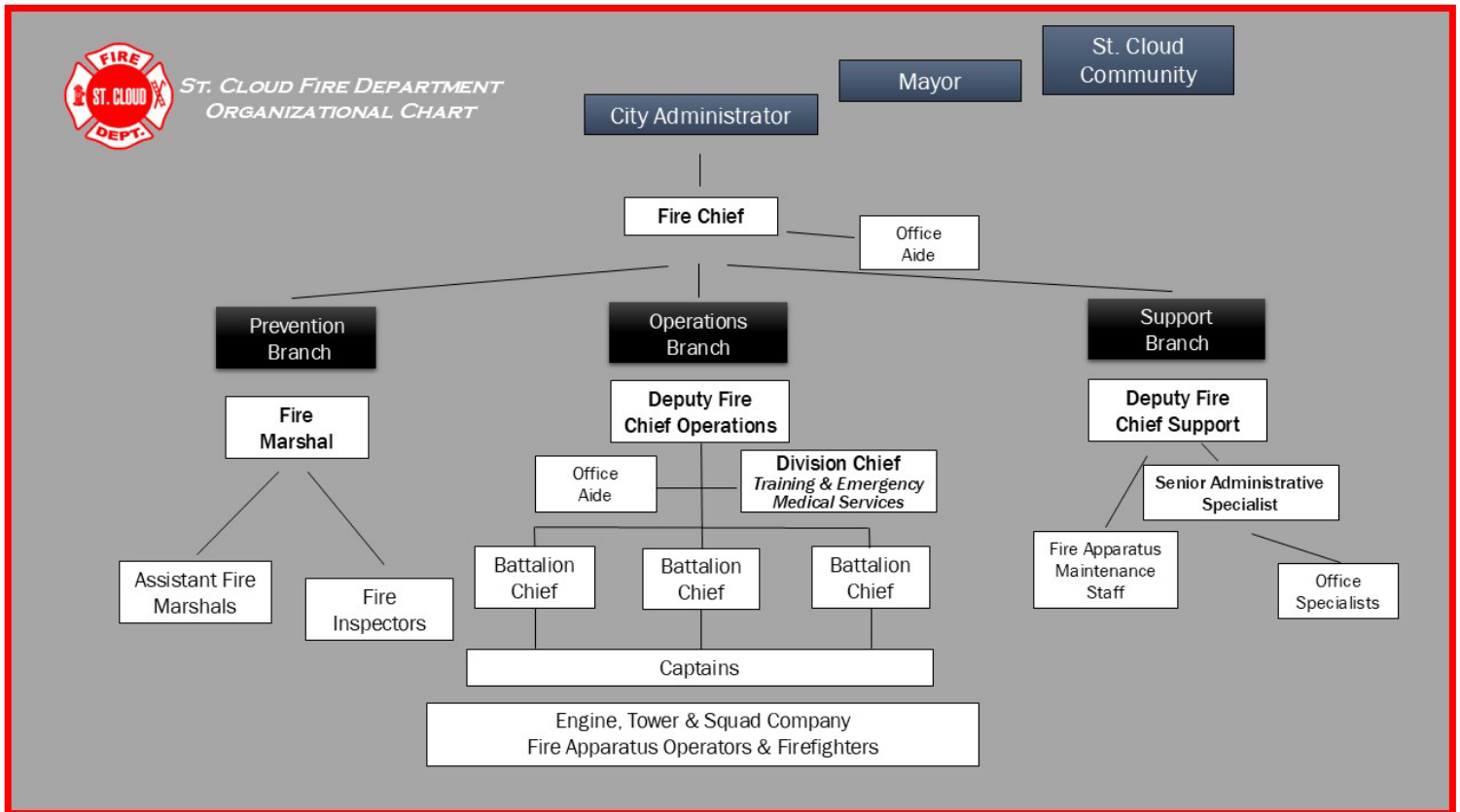
ORGANIZATIONAL STRUCTURE

Although the St. Cloud Fire Department provides many traditional emergency and non-emergency services, we also provide many enhanced services to best cater to the unique nature of our community.

We are proud to offer fire response, as well as emergency medical response and specialty services, to the citizens and visitors of our area. By offering these services, we can achieve faster emergency medical response and patient care times, as well as increased fire suppression capability.

The St. Cloud Fire Department incorporates a 2025 personnel allocation model using approximately 85 positions, which includes our emergency response personnel, safety and prevention team, and our administrative and support members.

Fire Prevention	4
Firefighters	36
Fire Apparatus Operators	15
Captains	18
Administrative & Support Staff	5
Battalion Chiefs	3
Division Chiefs	1
Deputy Chiefs	2
Fire Chief	1
Total Personnel	85





ASSISTANT FIRE MARSHAL

OPERATIONS BRANCH

The Operations Branch manages all operational aspects of the organization, including emergency response. The Operations Branch is overseen by the Deputy Fire Chief of Operations, who works closely with operational and administrative staff to execute the operational mission of the organization. This includes response to emergency incidents, as well as non-emergency activities of our crews. Also incorporated in the Operations Branch is our Training Division.

TRAINING DIVISION

The St. Cloud Fire Department Division Chief of Training coordinates and manages all initial, ongoing, and advanced-level training. This includes development programs for the Firefighter, Fire Apparatus Operator, and Fire Officer. This division also manages all State and nationally required certifications. The Training Division coordinates promotional processes, hiring processes, and major incident reviews for the organization and other involved emergency service agencies.

SUPPORT BRANCH

The Support Branch manages many of the administrative and logistical aspects of the organization. The Support Branch is overseen by the Deputy Fire Chief of Support, who works with internal and external staff to support the mission of the organization. Our administrative team manages everything from payroll and accounts payable, to budgeting and forecasting finances many years in advance. This Branch provides support to all programs and divisions through document and policy management, purchasing processes, and budgeting. Also incorporated in the Support Branch are our fleet maintenance services.

FIRE PREVENTION BRANCH

Our Prevention Branch provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspections, fire investigations, as well as plan reviews. This branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, provide community information services, and much more. This Branch houses the Fire Marshal, which oversees a team of Assistant Fire Marshals, Fire Plans Examiners, and Inspectors as well as coordinates with the City of St. Cloud Building Department.



OFFICE OF THE FIRE CHIEF

The Fire Chief oversees all branches, divisions, and programs of the department. The Fire Chief works closely with the Mayor and City Administrator to cohesively achieve the city and fire department's mission. The Fire Chief also serves as a member of the city's Executive Leadership Team, working with city department heads, administrative staff, and legal counsel on city-wide initiatives. The Fire Chief serves as the fire department's figurehead and Chief Public Information Officer.



THE POSITION OF ASSISTANT FIRE MARSHAL

The St. Cloud Assistant Fire Marshal duties include skilled inspection, public education, plan review fire cause and origin determination, investigation and securing compliance with codes and ordinances. This includes working closely with other city departments and coordinating certain activities with fire suppression staff. The position will also engage in political and community-based problem-solving strategies.



This position serves under the Fire Marshal and will assist with key decisions that face the department and city. The position will prepare formal notices and written correction orders. The Assistant Fire Marshal works closely with the State Fire Marshal's Office and other agencies to assist in planning and enforcement of sound fire and life safety practices. This position will work independently, using strong problem-solving skills while remaining an actively engaged team member to share progress, insight, and contribute collectively to department goals.

The Assistant Fire Marshal provides leadership and reports on activities taking place daily. This position also supports a full spectrum of Community Risk Reduction initiatives. The Assistant Fire Marshal remains up to date and engaged in modern construction methods, response trends, and community needs.

Examples of duties include:

- Reviewing plans and specifications to assure compliance
- Developing and delivering public education information
- Conducting fire investigations
- Directing the enforcement of city codes and ordinances to protect and safeguard the welfare of our community
- Completing special projects as assigned

Minimum Requirements:

- High School Diploma
- Experience in building construction, maintenance, protective inspections or investigation work.
- Must be certified as having completed a recognized Firefighter I and II course fulfilling the requirements of the National Fire Protection Association Standard 1001.
- Valid Minnesota First Responder Certification or equivalent, or be able to complete within one (1) year of employment.
- Must have completed a Fire Inspector I program, or be able to complete within one (1) year of employment. .
- Coursework in fire investigation or Minnesota State Fire Marshal's Fire Investigation Part I course, or International Association of Arson Investigator's Fire Investigation Technician certification, or be able to complete within one (1) year of employment.
- Must hold a valid Minnesota Driver's License or be able to obtain one.
- Able to achieve and maintain a valid Minnesota Firefighter License



COMPENSATION AND BENEFITS

The City of St. Cloud is offering a competitive compensation package to the selected candidate which is dependent upon experience and qualifications.

- The annual estimated total Assistant Fire Marshal Compensation Package range for 2024 is valued at \$127,605 to \$153,443.
*** Contract negotiations are currently being finalized to determine 2025 compensation rates.**
Please see correlating documents, to include the most recent labor agreement, for pay rates. the above includes: base salary, communication pay, family health, dental & vision, & retirement contributions.
- **Base Pay:** The 2024 base Assistant Fire Marshal salary range is \$75,021 to \$100,859, with a beginning salary of \$75,021 based on the current labor contract.
- **Employee and Family Healthcare:** The City is proud to provide a compensative healthcare package which includes single insurance covered 100% by the employer and family coverage at 90%. Additional health and dental information is available upon request. Family health benefits are valued at an average of \$33,455 annually. Many voluntary benefits, including disability and flexible spending accounts, are also offered.
- **Retirement:** An excellent retirement plan is provided by the City through the Public Employee Retirement Association (PERA). The employee contributes 11.8% of wages, and the City contributes 17.7% of gross salary, equaling a total contribution of 29.5%. Additional retirement plans are available in the form of a 457 Deferred Compensation Plan, as a deduction from pay.
- **Paid Leave:** Vacation, Sick Leave, Personal Days and Holiday Pay can be found in the applicable Labor Agreement.
- **Education, Development and Training:** Education, development, and training is encouraged by the Department and can be funded for the employee through an Education Plan.

Further benefit and salary information, labor contracts, and a position description, is available upon request.

This document does not facilitate an agreement, promise, or guarantee regarding its contents.





THE APPLICATION PROCESS

Applications are available online at www.ci.stcloud.mn.us, and at the City of St. Cloud Human Resources Office, located within St. Cloud City Hall at 1201 7th Street South, St. Cloud, Minnesota 56301.

Applications must be filled out completely, to include identified supplemental information. Incomplete applications will not be accepted. The position may remain open until filled; however, applications must be received by **4:00 pm Central Standard Time, on March 31, 2025**, for review in this application period. Submittal of applications can be via e-mail, US Postal Service (or equivalent), and in person. To submit your application online, please send your completed application with all required certifications and supplemental documentation to hr@ci.stcloud.mn.us.

Applications will be screened as they are received. All application information will remain confidential and references will not be contacted until finalists are chosen, except where law prohibits. All dates are subject to change.

PROCESS SPECIFICS

Candidates who successfully meet all requirements will be contacted and invited to the assessment process.

*Further date notifications and scheduling will be made after application.
Persons needing an accommodation to apply should contact our Human Resource Department at
(320) 255-7200.*

Equal Opportunity Employer/Drug-Free Workplace/At-Will Employer/Veterans Preference

St. Cloud Fire Department



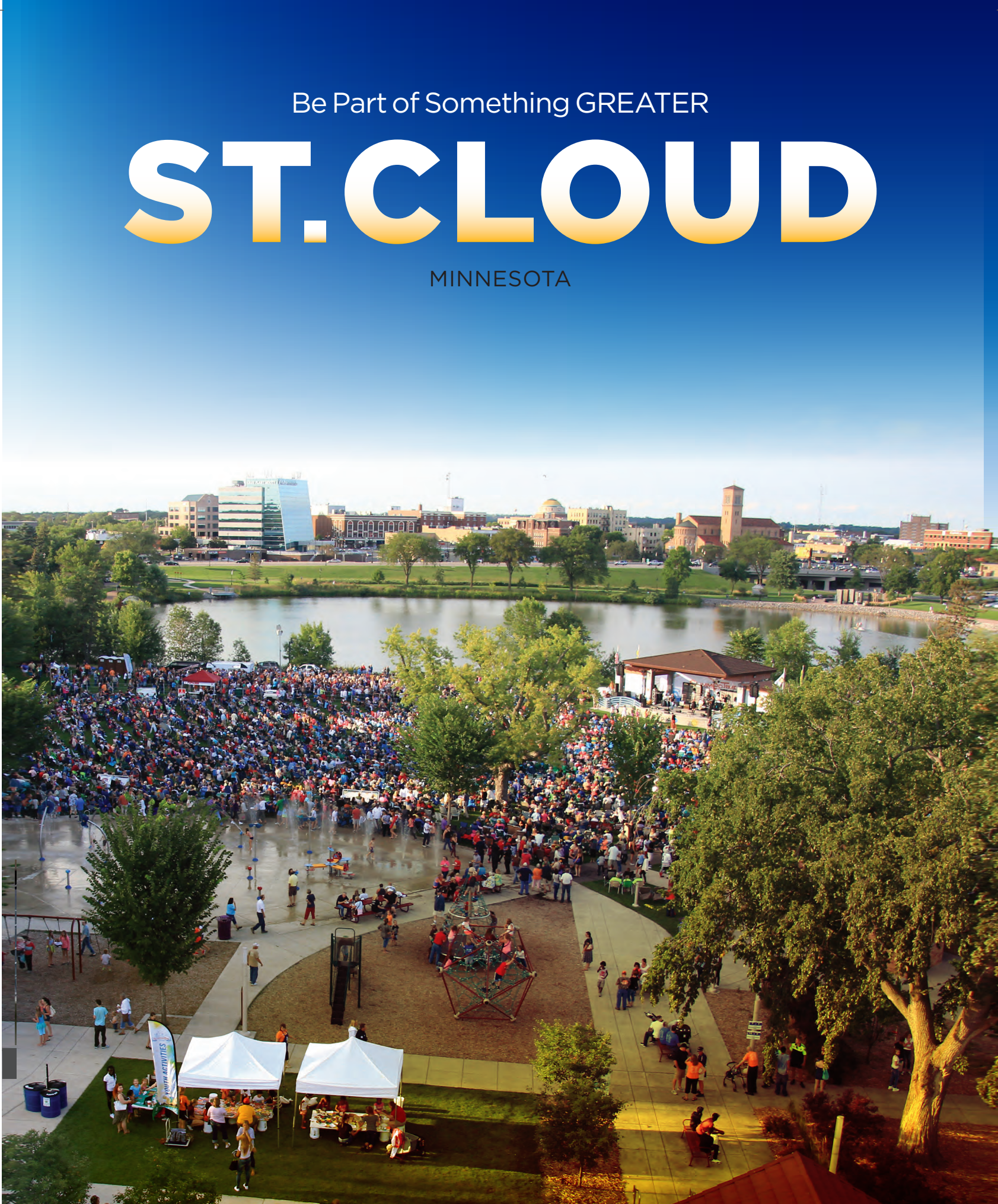
www.ci.stcloud.mn.us



Be Part of Something GREATER

ST. CLOUD

MINNESOTA



GREATER Living Community Education Business Health Care Employers

“If you’re seeking a city that is ‘just the right size,’ then look no further than St. Cloud.

As the 8th largest city in Minnesota, we deliver urban perks in a welcoming, college-town setting along the mighty Mississippi River. Centrally and conveniently located in the heart of the Midwest, we boast big city business, amenities, and entertainment, balanced by the comforts and support of a smaller community. You’ll get the best of both worlds in St. Cloud!”

MAYOR DAVE KLEIS



> GREATER LIVING

- ✦ **Best Hockey Town in America**
#8 of 123 U.S. cities *SmartAsset.com*
- ✦ **Most Exciting Place to Live in MN**
#5 of 10 MN cities *Movoto.com*
- ✦ **Most Vibrant Arts Community in America**
#16 of 900 U.S. cities *National Center for Arts Research*
- ✦ **Most Liveable City in the World**
#75,000 - 150,000 Population Category *LiveCom*

We love Midwest living. You will too! Make it the perfect community to put down your roots.

Explore and enjoy St. Cloud's outstanding recreational opportunities, friendly neighborhoods, historic downtown, beautiful parks, vibrant arts scene, and unique restaurants and shopping experiences.

Our convenient location on I-94 and Highways 10, 15, and 23 — only 70 miles from Minneapolis/St. Paul International Airport — makes it an easy destination for your out-of-town guests.

Munsinger Gardens and Clemens Gardens are two distinct but adjacent gardens on the banks of the Mississippi River. Both Gardens totalling almost 30 acres dazzle from late spring deep into fall.

Lake George offers a relaxing space right in the heart of the City and is home to the *Summertime by George!* concert series. It is the most high-profile entertainment event in the area, drawing up to 10,000+ people for a free weekly concert with nationally known musicians, 60+ food vendors, and lots of fun kids' activities.

From live theater to musical performances to stunning galleries, St. Cloud is definitely a leader in local arts initiatives.



Breathe in the great outdoors as you stand on the banks of the Mississippi River at Munsinger Gardens and Riverside Park.

- ◀ Sledding in the fresh air at Riverside Park.
- ✓ Stroll the Beaver Island Trail on the Mississippi River.
- ✓ National Night Out in Southside Park.



> GREATER Community

- ✕ **Best Small City in America**
#47 of 1,300 U.S. cities
NerdWallet.com
- ✕ **Most Dog Friendly City in MN and WI**
EdinaRealty.com

St. Cloud is a great community to call “home.” It’s a home you’ll grow in, but will never outgrow. A home where you can build a successful career and make lifelong friends. A home to raise a family or choose to retire. A vibrant community that celebrates growth and attracts innovation, while honoring the rich history of the Region. For these reasons and more we’ve earned the honor of being named a “Best Small City in America”.



Join us! Dine at one of the 40+ restaurants in historic downtown or jump feet-first into a quarry pond in the summer. There's always something greater to do in St. Cloud.

▲ Enjoy many outdoor dining opportunities in historic Downtown St. Cloud.

> GREATER Learning

✘ **Best Place for Teachers**
#4 of 917 MSA's *Goodcall.com*

✘ **Top MN STEM City**
Insurify.com

In St. Cloud, we know learning never ends. You'll appreciate our easy access to excellent education for students of all ages. We're proud of our learning institutions and the wealth of resources they bring to our community.

Pre-K - 12 Education

Our elementary and secondary schools provide the best in progressive education. We're home to St. Cloud Area ISD #742, the 15th largest public school district in Minnesota and is the only school district in the metro area with two language immersion programs; Spanish and Chinese. In addition, we have strong private schools that include the St. Cloud Catholic Schools system.

In 2019, Tech High School opened on the south side of the City providing state-of-the-art learning space for career and college readiness. In addition to collaborative learning spaces, the school houses athletic facilities, a pool, and a performing arts center.

Higher Education

We welcome more than 24,000 students to our community each year, the largest concentration of college students outside the Twin Cities. Our colleges and universities not only educate students from around the globe, but provide incredible learning opportunities for area residents. They strengthen our community by collaborating with local businesses to enhance education, innovate, and provide career opportunities for graduates.



- ✦ **New St. Cloud Tech High School.** *Photo: St. Cloud Times*
- ✦ **Visualization and Stimulation Lab in ISELF.** *Photo: St. Cloud State University*
- ✦ **Student demonstrating learned automation skills.** *Photo: St. Cloud Technical & Community College*



St. Cloud State University and St. Cloud Technical & Community College offer a variety of degree and certification programs including applied engineering, advanced manufacturing, automation, biomedical engineering, services.



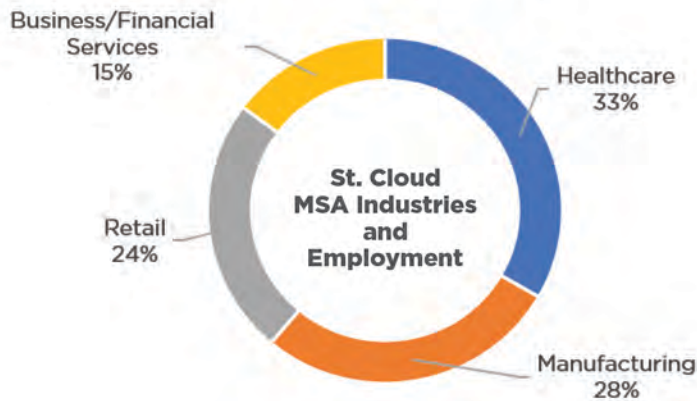
The unique Integrated Science and Engineering Laboratory Facility (ISELF) at St. Cloud State University is used by global market leaders, such as 3M. It was designed to be a collaborative space for the University, its students, and area businesses. Businesses gain access to resources, state-of-the-art lab facilities and a strong pool of faculty and student talent, while also retaining intellectual property.



> GREATER Business

- ✦ **Fastest Growing U.S. City**
#7 of 500 U.S. cities *NerdWallet.com*
- ✦ **Best City of Young Entrepreneurs**
#28 of 181 MSA's *NerdWallet.com*
- ✦ **Best City for Gig Workers**
#4 of 376 U.S. cities *AdvisorSmith.com*

Top Sectors of Strength



It's an exciting time to be a part of the development boom in St. Cloud. With ample room for growth and comprehensive infrastructure, St. Cloud is an attractive location for new businesses to break ground and for existing businesses to expand. You'll be part of a diverse mix of companies — small and large, local and global — based here in St. Cloud.



Our economic success comes from our people. St. Cloud's one of the fastest growing metro areas in Minnesota and has the fastest growing labor force in the State. We boast a highly skilled, innovation driven, and educated workforce of over 111,000 people in the region.

▲ Downtown St. Cloud offers a wide variety of business and financial services.

Wellness > GREATER

- ✦ **Healthiest City in the Nation**
#12 of 24 U.S. cities *24/7Wallstreet.com*
- ✦ **Bicycle Friendly Community**
The League of American Cyclists

Healthy living is second nature in St. Cloud. Just look around and you'll find 20+ miles of bike and walking trails, 1,500+ acres of green space and parks galore! Grab your putter and join a league at one of four golf courses in St. Cloud.

Your health is in great hands in St. Cloud. We are a regional medical hub, anchored by St. Cloud Hospital and the St. Cloud VA Medical Center, major clinics and a variety of private practices. These facilities serve 350,600+ annual unique patients in general and specialized care within our community.

We're family friendly for all ages with more than 35 senior living communities in the St. Cloud metro area. We have an active senior population, a thriving Whitney Senior Center, and a robust Retired & Senior Volunteer Program (RSVP) that keeps seniors young at heart, active, and engaged.

Make sure to check out our \$25 million St. Cloud Community Aquatics Center — a fantastic place to meet your new neighbors and stay active. It offers countless opportunities and activities, with 3 gyms, a walking track, 2 racquetball courts, fitness facilities, indoor and outdoor play spaces, and a multi-pool aquatic area all operated by the St. Cloud YMCA.



St. Cloud Hospital has been named a "100 Top Hospital®" by *Truven Health Analytics* eleven times.



- St. Cloud Hospital on the Mississippi River.
Photo: St. Cloud Hospital
- CentraCareEarth Day Run.
Photo: CentraCare Health Systems
- Nurse comforting patient.



GREATER Employers

✦ **Best City for Women in Workforce**
#39 of 259 U.S. cities
NerdWallet.com

✦ **Best Place for Business & Careers**
#24 of 184 U.S. cities
Forbes.com

Employment opportunities abound in St. Cloud. We're a regional hub for manufacturing, commerce, health-care, and education. Our exceptional training and research facilities and diverse set of innovative companies create a dynamic, creative, and entrepreneurial spirit. Advance your career with one of our world class major employers.

MAJOR EMPLOYERS	BUSINESS TYPE	# OF EMPLOYEES, ST. CLOUD, CITY
* CentraCare Health Systems	Medical Center	7,800
State of Minnesota (includes St. Cloud State University and St. Cloud Technical & Community College)	State Government	2,200
St. Cloud VA Health Care System	Medical Center	1,700
* St. Cloud Area ISD #742	Education	1,000
Fulfillment Distribution Center	Warehouse/Distribution	700
* Stearns County	County Government	700
Capital One	Financial Service Center	600
New Flyer of America, Inc.	Heavy Duty Bus Manufacturing	600
* Coborn's, Inc.	Grocery/Convenience Stores	600
Anderson Trucking Service, Inc.	Long Distance Trucking	600
* Essilor of America	Optical Lens Manufacturing	500
City of St. Cloud	City Government	400
Bluestem Brands, Inc.	Mail Order House	400
Wolters Kluwer Financial Services	Financial Technology Services	400
Woodcraft Industries	Wood Cabinets/Millworking	400
* Nahan Printing	Commercial Printing	300
Grede	Iron/Steel Foundry	300
Marco Technologies	Technology Services	300
Pan-o-Gold Baking Co.	Retail Baker	300
SpeeDee Delivery	General Freight Trucking	300

* Significant Regional Employer
Source: 2021 City of St. Cloud Major Employers



Capital One



Coborn's Inc.



Cathedral High School

CITY OF
ST.CLOUD
MINNESOTA USA



City of St. Cloud, Minnesota

Mayor's Office 320.255.7201
Economic Development 320.650.3111

Visit us at www.ci.stcloud.mn.us

BE PART OF SOMETHING
GREATER



#stcloudgreater

Position Title:	Assistant Fire Marshal
Department/Division:	Fire Department/Fire
Status:	Full-Time, Non-Exempt
Union/Range:	International Association of Fire Fighters, Range 108
Adopted:	May 16, 2024

POSITION SUMMARY

This position includes skilled inspection work in securing compliance with the city fire prevention code and related codes and ordinances, fire and arson investigation, public fire and life safety education, and plan review. Work involves responsibility for the inspection of buildings and other structures for fire and life safety and conformance to regulations and other requirements. Duties include investigating complaints involving code violations, performing office duties, public speaking, public relations, handling of emergency communication equipment, and providing services during emergencies as required by the Fire Chief or designee. Although new and difficult situations may be referred to a supervisor, the employee usually works independently in the field and is responsible for independent decisions requiring technical competence and mature judgment. Work is subject to periodic checks, and reports are reviewed for completeness and form. The majority of work is performed in relation to core prevention and community risk reduction activities, however, on a less frequent basis the position responds to emergency incidents as assigned. The position includes routine care and maintenance of fire department property and equipment, participating in the logistical and organizational functions of the fire department, and pre-fire planning activities. Although the normal workweek is Monday through Friday, all personnel filling this position are subject to be called at any time for emergencies or investigations. Personnel are expected to rotate through an after-hours response schedule established by the Fire Marshal. All work is performed under the general supervision of the Fire Marshal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

1. Responds to emergency incidents, mitigating the threat to life and property and ensuring the establishment, maintenance, and supervision of the incident command function.
2. Reviews plans and specifications to assure compliance of proposed construction with prescribed standards.
 - Approves plans and specifications after compliance with standards is assured.
 - Studies new materials and methods and attends meetings, classes, and schools to keep abreast of modern developments.
 - Works closely with the State Fire Marshal's office, city Building Inspection division, and other agencies to assist in planning and enforcement of sound fire and life safety practices.
3. Enforces Fire Code and Ordinances.
 - Prepares and serves formal notices and written orders related to inspection and other code requirements.
 - Files complaints and testifies in court actions to seek compliance with code standards, and others in interpretations of codes.
 - Prepares and maintains necessary records of inspections and related duties.
 - Attends public assemblies as required to assure proper fire and life safety.
 - Inspects buildings and other structures, existing and under construction, to assure fire and life safety.
4. Completes daily fire prevention activities.
 - Compiles necessary daily, monthly, and annual reports; files reports on fire losses as required by state and local regulations.
 - Prepares and maintains necessary records of inspections and related duties.
 - Organize, track, and analyze current fire trends specific to our community and develop target programs to reduce the occurrence of emergency responses.
5. Develops and delivers public education activities.

- Handles public relations activities.
 - Gives lectures and demonstrates to groups concerning fire and life safety.
6. Conducts formal fire investigations.
 - Conducts investigations of fire losses including arson or suspicious loss situations.
 - Conducts interviews and follow-up investigations.
 - Participates as directed and required in the proceeding of warrants and criminal actions.
 - Works closely with state, county, and city officials regarding disposition of fire causes.
 - Maintains records of all such activities.
 7. Handles emergency communications systems and radio equipment.
 - Participates in logistical and organizational functions and performs other work as required and assigned.

MINIMUM QUALIFICATIONS

- High School diploma plus experience in building construction, maintenance or protective inspection or investigation work.
- One (1) year experience in related activities.
- Completed a recognized Firefighter I and II course fulfilling the requirements of the National Fire Protection Association (NFPA) Standard 1001.
- Current International Fire Service Accreditation Congress (IFSAC) Firefighter II Certification.
- Minnesota Emergency Medical Services Regulatory Board (EMSRB) certified Emergency Medical Responder (EMR) or higher, or be able to complete within one (1) year of employment.
- Successful completion of Fire Inspector I course or equivalent or be able to complete within one (1) year of employment.
- Successful completion of Minnesota State Fire Marshal's Fire Investigation Part I Course or International Association of Arson Investigator's (IAAI) Fire Investigator Technician (FIT) Certification or equivalent or be able to complete within one (1) year of employment.
- Valid Minnesota issued driver's license that is unrestricted except for corrective lenses, or able to obtain by appointment.
- In accordance with Minnesota Statute 299N.05, must possess a valid Minnesota Fire Firefighters License.

DESIRED QUALIFICATIONS

- Education and experience within National Fire Protection Association (NFPA) standards 921: Guide for Fire and Explosion Investigations; NFPA 1033: Standard for Profession Qualifications for Fire Investigator
- Education and experience meeting the NFPA 1035: Standard on Fire and Life Safety Educator, 1620: Standard for Pre-Incident Planning; and 1300: Standard on Community Risk Assessment and Community Risk Reduction Plan Development.
- Experience and education as a Public Information Officer, Youth Fire-setter Intervention Specialist, and Youth Fire-setter Program Manager.
- Knowledge of plumbing, heating, and electrical services.
- Experience with Minnesota Building, Plumbing, and Mechanical Codes; NFPA 72: National Fire Alarm and Signaling Code; and NFPA 13: Automatic Sprinkler Systems Handbook
- Experience in writing incident and fire investigation reports.
- Knowledge of code enforcement.
- Knowledge of emergency communications equipment.
- Knowledge of office procedures and standards.
- Ability to use computers to access and interpret information.
- Ability to conduct fire inspection in a detailed and efficient manner.
- Ability to express ideas clearly and concisely verbally and in writing.
- Ability to read, comprehend, interpret, and explain codes, rules, and regulations relating to fire prevention and inspection.
- Ability to deal courteously and tactfully with the public to obtain compliance with fire codes and regulations.
- Ability to recognize fire hazards associated with various types of construction and in the storage of flammables and explosive materials.
- Previous officer level experience at a fire department or other public safety entity.

WORKING HOURS

Although the normal work week is Monday through Friday, personnel filling this position may be assigned to other work periods, and are subject to be on call at any time for emergencies or other department needs. The position is subject to afterhours meetings, calls and emergencies. Hours can include nights, weekends, and holidays.

ESSENTIAL JOB FUNCTIONS AND ENVIRONMENT

The work environment characteristics and physical demands described are representative of those an employee encounters while performing the essential functions of this job. In compliance with the Americans with Disability Act (ADA) requirements, the following functions have been determined essential to the successful performance of this position and are necessary qualifications of the candidate with or without reasonable accommodations:

- Must have knowledge of fire protection systems, inspection methods, and fire investigation practices.
- Must have the ability to operate independently on an emergency scene safely and consistently within Department standards.
- Must have the ability to analyze problems and recommend effective improvements.
- Must have the ability to prepare clear and concise reports.
- Must have the ability to safely drive and operate all assigned department apparatus and equipment.
- Must have knowledge of the city street system, physical layout of the city, and principal buildings within assigned area.
- Must have the ability to maintain balance and safely work at considerable heights such as ladders, roofs of houses or office buildings under both emergency and non-emergency conditions.
- Must have the ability to reason and react calmly in all situations, including situations involving personal danger; must have above average practical judgement in order to deal with unexpected, potentially dangerous situations in the course of duty; must be able to operate independently and be aware of surroundings at all times in order to recognize possible danger to self or others.
- Must be able to follow orders without resistance and with full intention to comply effectively.
- Must be able to read, write, and speak English sufficiently to perform all testing; to understand complex, technical information related to firefighting and emergency medical technology and all other types of emergency services; to effectively communicate both orally and in writing; to read and comprehend instruments, dials, and other equipment; to recognize hazardous materials; to report occurrences; to follow written and oral instructions; to follow and obey street signage.
- Must be capable of tolerating long and stressful hours of duty, ability to work in areas with exposure to various environmental conditions such as dust, dirt, noise, disagreeable odors, humidity, and extreme temperatures.
- Must have the ability to learn a wide variety of firefighting equipment, duties, and methods within a reasonable working test period; must be able to learn the operation of heavy automotive equipment.
- Must demonstrate honesty and integrity in personal behavior and attitudes; must have the ability to establish and maintain effective working relationships with superiors, other employees and the general public; must be capable of controlling his/her own impulses or emotions to at least an average degree so as to ensure the safety of the public.
- Must be free of conditions which would endanger self or others in the carrying out of duties; must be free of substance abuse (legal or illegal) in order to maintain effective job performance; must demonstrate a level of social maturity and self-assurance sufficient to carry out tedious, unpleasant, or repetitious tasks.
- Must have the ability to distinguish colors, particularly red, green, and yellow, in order to operate equipment that has alarms and signals and to identify labels of potentially hazardous materials.
- Must have the ability to be mobile for long periods of time including but not limited to: standing, walking, kneeling, crawling, crouching, bending, stretching, and working overhead.
- Must have the ability to climb ladders in excess of one-hundred (100) feet in height; work while wearing a self-contained breathing apparatus and full protective clothing; work in confined spaces.
- Must have the ability to perform duties in a highly stressful environment where encounters with violent, unpredictable and possibly contagious individuals as well as threats to life and personnel safety may occur.
- Must successfully complete all job skills assessments administered by department personnel; and a physical examination by a licensed physician to determine that the applicant can meet the physical demands related to the job, as well as human performance testing such as aerobic fitness and body composition.

- Must have sufficient mobility to perform duties, including moving necessary equipment weighing up to one-hundred and fifty (150) pounds.
- Must successfully complete an examination by a licensed psychologist to determine whether there may exist a mental, personality, or attitudinal condition that is incompatible with the work of this position.
- Specific vision requirements of this job include distance corrected vision of “20/20” or less in one (1) eye and at least “20/40” in the other; uncorrected must be less than “20/40” in one (1) eye and at least “20/100” in the other. Must have normal vision fields in order to perform firefighting tasks, respond to emergency medical calls, and perform inspections.
- Specific hearing requirements of this job include no hearing loss of twenty-five (25) decibels or greater in each ear at 500-1000-2000-3000 cycles (speech frequencies), in order to perceive detailed information through oral communication as well as to assist victims at fire and other emergency scenes and detect possible calls for assistance. Must be able to use a radio communication system.
- Must have the ability to detect hazardous odors.
- Must have sufficient ability and fine motor skills to perform basic procedures.