



Post Date: June 6, 2013
Removal Date: July 8, 2013

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Deputy Fire Chief / Fire Marshall
DEPARTMENT: Fire Department
HOURS: 40 Hours per week
SALARY RANGE: Schedule 2080 (Grade 15) \$37,128.00 - \$61,710.78

SUMMARY: This is highly responsible administrative, supervisory, and technical work in performing Fire Prevention Education, Fire Inspections, Fire Investigations, and acting as Fire Chief in the absence of the Fire Chief.

The incumbent makes administrative and operational decisions pertaining to Fire Prevention, Fire Inspections, and Fire Investigations. The Fire Marshall will also assist in firefighting operations, as well as administrative duties assigned by the Chief. Duties involve making recommendations on policy development and providing guidance in enforcement of laws, codes, and ordinances. Considerable initiative and independence of action is required in the position. This position requires integrity and confidentiality because of the nature of investigations and personnel records for which this position will be responsible for and have access to. Incumbent works under the supervision of the Fire Chief, and work is reviewed through conferences and written and oral reports in which accomplishment of desired results and established objectives are the focuses.

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

- Performs inspections of commercial buildings to identify fire hazards, and develop fire suppression plans.
- Responds to structure fires to investigate cause and origin as needed; assists in firefighting as needed by Incident Commander. In absence of the Fire Chief, evaluates situation and, if necessary, takes command of fire suppression or other emergency activities.
- Performs the duties of Fire Marshall in accordance with current International Fire Code and other related codes, as adopted by the City.
- Develops and routinely updates fire prevention programs with an emphasis on education of youth through the school system programs.
- Confers with the Fire Chief on major policies; attends conferences and meetings; attends staff meetings.

(Full job description is attached.)

INTERNAL APPLICANTS: Please contact Veneice A. Barnett, HR Generalist at (228) 497-2539 or send an email to: vbarnett@gautier-ms.gov.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for additional information on how to apply.

XC: City Clerk Department
Civil Service Commission
Economic Development Department
Finance Department
Fire Department (3)
Human Resources Department
Police Department
Clearwater Solutions, LLC
WLOX
Cableone (Channel 13)
www.gautier-ms.gov
www.careerbuilder.com
www.firechief.com
Colleges/Universities
Facebook/Twitter

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



DEPUTY FIRE CHIEF/FIRE MARSHALL

Department:	Fire Department	Pay Grade:	15 (Schedule 2080)
Reports To:	Fire Chief	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

This is highly responsible administrative, supervisory, and technical work in performing Fire Prevention Education, Fire Inspections, Fire Investigations, and acting as Fire Chief in the absence of the Fire Chief.

The incumbent makes administrative and operational decisions pertaining to Fire Prevention, Fire Inspections, and Fire Investigations. The Fire Marshall will also assist in firefighting operations, as well as administrative duties assigned by the Chief. Duties involve making recommendations on policy development and providing guidance in enforcement of laws, codes, and ordinances. Considerable initiative and independence of action is required in the position. This position requires integrity and confidentiality because of the nature of investigations and personnel records for which this position will be responsible for and have access to. Incumbent works under the supervision of the Fire Chief, and work is reviewed through conferences and written and oral reports in which accomplishment of desired results and established objectives are the focuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Performs inspections of commercial buildings to identify fire hazards, and develop fire suppression plans.
- Responds to structure fires to investigate cause and origin as needed; assists in firefighting as needed by Incident Commander. In absence of the Fire Chief, evaluates situation and, if necessary, takes command of fire suppression or other emergency activities.
- Performs the duties of Fire Marshall in accordance with current International Fire Code and other related codes, as adopted by the City.
- Makes recommendations for training schedules.
- Develops and routinely updates fire prevention programs with an emphasis on education of youth through the school system programs.
- Confers with the Fire Chief on major policies; attends conferences and meetings; attends staff meetings.
- Performs other duties as assigned by Fire Chief.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Extensive knowledge of the principles, practices, procedures, and equipment used in modern firefighting, prevention, rescue operations, and fire personnel training.
- Extensive knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Knowledge of department and City rules and regulations; location of streets, fire hydrants, buildings, and general geography of the City of Gautier's fire service area.
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Extensive knowledge of the duties and responsibilities of the Fire Marshall contained in the Standard Fire Prevention Code, as adopted by the City.

- Ability to act quickly, effectively, and calmly in emergency situations; to supervise firefighting activities; to evaluate fires, recognize dangerous situations, and use sound judgment in handling them.
- Ability to understand written and oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues or problems, in a professional and courteous manner, while adhering to an appropriate policy and procedure.
- Computer proficiency in MS Word and MS Excel is required.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises all Fire Department personnel on a daily basis and reports directly to the Fire Chief.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the Fire Chief encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb, balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Completion of five (5) years' service in a Fire Department with a minimum of two (2) years as a Lieutenant or higher position and a satisfactory performance evaluation by supervisor.

PREFERRED EDUCATION AND EXPERIENCE:

Graduation from a high school or acceptable equivalent, supplemented by courses in fire science, fire technology, building construction, fire protection, fire protection engineering, fire suppression, and fire investigations. Certification through International Building Codes Congress International at Fire Inspector Level I and II. Certification through MS Fire Investigators Association and the International Association of Fire Investigators as Certified Fire Investigator.

TOOLS AND EQUIPMENT USED:

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

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

City of Gautier
Screening Schedule

DEPUTY FIRE CHIEF / FIRE MARSHALL

Advertise June 6, 2013 – July 8, 2013
Post June 6, 2013
Cut-Off Date July 8, 2013
Eligibility List Compiled July 10, 2013
Applicant to Call (228) 497-2539 after 2:00 p.m. for Eligibility Determination
Interviews To be scheduled at a later date