

Springfield Township

Job Title: Code Enforcement Officer/
Fire Marshal

Department: Community Development

Job Category: Officials & Administrators

Job Objective (Purpose of the position): Enforces municipal property maintenance, zoning and fire codes and general ordinances. Assists the Planning and Zoning Officer and Municipal Project Inspector with enforcement of various federal, state and local regulations.

General Definition

This is public safety work of average difficulty at the semi-skilled level. An employee in this position enforces local codes and ordinances relating to property maintenance, zoning, and fire safety. Work includes the receipt and investigation of property maintenance, zoning, and fire safety complaints; the review and approval of fire permit applications, inspections to insure conformance, and issuance of approvals required under local codes and ordinances.

Supervision Exercised

None

Supervision Received

Receives general supervision from the Township Manager.

Work Schedule

The employee in this position is required to work weekdays from 8:00am to 4:30pm for a total of 37.5 hours per week. In addition, the employee is required to attend the monthly meetings of the local Environmental Advisory Commission and Emergency Services Board. Attendance at the monthly meetings of the Planning Commission and Zoning Hearing Board may be required on occasion. Employee may also be called in outside of regular hours for fire and/or other emergency calls.

Essential Job Functions (the listed examples may not include all of the tasks which may be required of this position)

- Receives verbal and written correspondence related to property maintenance, zoning and fire safety complaints; Performs investigation to ensure compliance with applicable regulations.
- Proactively addresses observed property maintenance, zoning and fire safety violations.
- Reviews plans for additions, alterations and new construction to ensure compliance with fire and life safety codes; reviews plans for fire sprinkler and alarm systems, and storage of hazardous chemicals; issues permits for same.
- Develops, organizes and administers the Township’s fire prevention, public education and fire safety programs.
- Responds to serious fire calls; conducts on-site fire cause determinations and other fire-related investigations; collects evidence; diagrams and photographs scene; interviews witnesses and suspects; coordinates preparation of criminal cases with law enforcement agencies.
- Schedules and observes periodic fire drills in schools, institutional facilities and other occupancies.

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- Composes reports, correspondence and memoranda.
- Represents Township at hearings related to property maintenance and fire safety enforcement and construction issues; Attends court hearings to provide testimony.
- Maintains a record of all property maintenance and fire safety inspections and violations, records entries in log and compiles inspection statistics.
- Performs record keeping, tracking, and report filing for all fire occurrences in accordance with all federal, state and local guidelines and laws.
- Acts as a liaison between the Township and local fire and emergency management agencies, other government officials and utilities.
- Drives Township vehicle to inspection sites, emergency scenes and job-related meetings or functions.
- Moves tools and equipment from vehicle to inspection site; moves items at fire scene or other site to gain access to area being investigated or inspected.
- Performs responsibilities of Planning/Zoning Officer in his/her absence.
- Collects building permit applications and collects payments and distributes issued permits.

Essential Knowledge and Abilities

- Read and interpret local property maintenance, zoning and fire safety codes.
- Read and interpret complex plans, specifications, and blueprints in accordance with applicable construction codes and other federal, state and local regulations.
- Recognize improper or faulty construction or potential hazards.
- Extensive knowledge of fire chemistry and behavior.
- Extensive knowledge of NFPA standards.
- Thorough understanding of water supply systems and testing thereof.
- Extensive knowledge of fixed and portable fire detection and suppression systems.
- Thorough understanding of the mechanics of incident command including staging, sectoring and hazardous materials problems.
- The ability to deal tactfully and impartially with the public to enforce codes, regulations, and ordinances firmly.
- The ability to communicate effectively.
- The ability to make arithmetic computations of moderate difficulty.
- The ability to work in confined spaces.
- The ability to work alone and with others.
- Ability to operate Microsoft Office 365, asset, infrastructure and property maintenance software

Physical Demands

- The ability to sit, handle office implements and safety equipment and perform fine manipulation frequently.

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- The ability to stand, walk, climb stairs and ladders, bend, crouch, kneel, crawl, lift and carry up to 50 pounds occasionally.
- The ability to withstand exposure to weather frequently, and high temperatures associated with extinguished fires, traffic hazards, high noise levels, smoke, carbon monoxide, hazardous materials, dust, slippery and uneven surfaces, unprotected heights and personal danger occasionally.
- The ability to drive automotive equipment occasionally
- The ability to sit at a desk or table for long periods of time.
- The ability to use hands and fingers to handle or feel.
- The ability to reach with hands and arms.
- The ability to handle vehicle controls, tools, and equipment frequently.
- The ability to work in high places.

Minimum Education, Training and Experience Required

Education equivalent to two years at the college level is desired for this position; Maintain a Certified Fire Investigator certificate, National Incident Management System Certifications for levels 100, 200, 700 and 800, and Pennsylvania Uniform Construction Code Certifications are required (Minimum, 15- Building Inspector & 18- Fire Inspector. Ideally, 29-Building Code Official.) In addition, the individual must have considerable experience in the field of construction and a minimum of 10 years active fire training and suppression experience.

Job Location (Place[s] where work is performed)

Township Administration Building; various locations within and outside the Township.

Equipment (Examples of machines, devices, tools, etc. used in job performance)

Township vehicle; transit; 4 ft. level; stick probe; staple gun; electrical diagnostic equipment (air quality analyzer; GFI tester; CFC sniffer; electronic torque wrench); digital camera; evidence kit; fire rescue equipment; PA radio; personal computer; drafting table; construction code manuals; blueprints, telephone, tablet cellphone.

Approved by: _____ Date: _____