



# Position Vacancy Hiring Notice

## POSITION OVERVIEW

<b>POSITION TITLE</b>	<b>Deputy Fire Marshal</b>
<b>REPORTS TO</b>	<b>Division Chief of Fire Prevention</b>
<b>PROCESS TIMELINE</b>	<b>August 1, 2024 (Eligibility is open at 8am) - Hiring Notice</b> <b>August 16, 2024 (No later than 5pm) - Letter of Intent submitted to <a href="mailto:bwood@decaturfire.org">bwood@decaturfire.org</a></b> <b>** Upon receipt of Letter of Intent, a confirmation email will be sent to all applicants. **</b> <b>August 23, 2024 - Candidate Interview/Assessment Center</b> <b>August 30, 2024 - Offer of Appointment</b> <b>September 19, 2024 - Start Date with Orientation</b>
<b>POINT OF CONTACT</b>	<b>Deputy Chief of Administration Brandon Wood; <a href="mailto:bwood@decaturfire.org">bwood@decaturfire.org</a></b>

## GENERAL POSITION DESCRIPTION

A person who assists the Division Chief of Fire Prevention in the support and management of programs to effectively mitigate risk and increase public awareness in the community. This person will assist in the effective management of public information relating to code enforcement, fire prevention, and fire scene examinations.

## DUTIES and RESPONSIBILITIES

- Provide program wide communications on a regular basis, with assistance of the Fire Marshal.
- Provide inspection, investigation, guidance, and support to the fire prevention and code enforcement areas.
- Assist in the update and strategy within the Continuity of Operations Plan (COOP).
- Provide statistics and analysis of inspections, investigations, complaints, etc.
- Assist in maintaining operating budget and fiscal responsibility.
- Provide support to other Sections, and/or Divisions, if needed.
- Attend conferences, meetings and training events established by the Fire Chief, and/or their designee(s).
- Be available for an "on call" rotation, as indicated per the Division Chief of Fire Prevention.
- Attend various support organization meetings as needed or requested
- Maintain appropriate relationships with other cooperating and assisting agencies to include but not limited to: MSD Decatur Township, Indiana Department of Homeland Security, Indiana State Fire Marshal's Office, other surrounding fire departments, and local community business representatives' and owners.
- Perform other administrative responsibilities as requested by the Division Chief of Fire Prevention, Deputy Chief of Administration and/or the Fire Chief.

## HIRING REQUIREMENTS

- Candidates must be at least 21 Years of Age.
- Valid Driver's License (on file with Fire Department Administrative Offices).
- Valid certifications (at minimum):
  - Fire Inspector I, per NFPA 1031: *Standard for Professional Qualifications for Fire Inspector and Plan Examiner.*
  - Fire Inspector II (Within one year of appointment).
  - Fire Investigator I, per NFPA 1033: *Professional Qualifications for Fire Investigator.*

## WORKING CONDITIONS

<b>WORK ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Performs bending, twisting, carrying, and other physically demanding activities</li> <li>Perform in adverse weather conditions</li> <li>Work in conjunction with law enforcement and other fire agencies</li> <li>Other locations as assigned via the Decatur Township Fire Department Fire Chief and/or their designees.</li> </ul>
<b>HOURS / SHIFTS</b>	Generally, works normal business hours (M-F; 8am-4pm).
<b>SALARY</b>	\$76,000 - \$88,000 (Contingent upon experience)
<b>BENEFITS</b>	Competitive Benefits Package