

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Deputy Fire Prevention/Education Chief (Marshal)

Department: Fire

Supervisor: Fire Chief

Supervises: None or as may be assigned

Pay Grade: FDC

Class Characteristics: Requires thorough knowledge and experience in fire hazard inspections. Under general supervision of the Fire Chief plans, organizes, coordinates, directs, and participates in the fire prevention program; Oversees the public fire safety education program and fire code enforcement activities of the fire department. The position requires a high degree of public contact and participation in fire suppression and fire prevention activities of the department; Reports to the Fire Chief as part of his/her executive staff; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Schedule, supervise and conduct inspections of existing structures, construction and remodel sites for compliance with fire codes. Resolve compliance problems with owners within scope of knowledge and authority.
2. Schedule, coordinate and document the inspection of hydrants, sprinkling systems, and elements of a fire prevention or protection system.
3. Makes field inspections of existing properties for fire hazards and fire code violations; responsible for the enforcement of fire prevention laws and regulations as set forth in KRS 227.330, Standards of Safety, Code of Ordinances, NFPA 1, NFPA 101 and any other applicable ordinances as adopted by the City Commission or as further required by Federal, State or local statutes, laws or ordinances.
4. Coordinates with the State Fire Marshal and local Planning and Zoning officials for fire related code review of construction plans and approval of occupancy permits and business licenses; Submits reports as required.
5. Calculates water fire flows for building requirements.
6. Acts as fire department coordinator for the Nicholasville Arson Task Force, and assists in investigating the cause, origin and circumstances of fires and explosions as requested; coordinates with law enforcement officers when suspicious or criminal activity is or is perceived to be involved in the cause of the fire or

- explosion.
7. Supervises all aspects of the department's public fire safety education program
 8. Gives talks, demonstrations, and presentations before civic groups, schools, and other organizations or institutions.
 9. Responds to complaints regarding fire code violations and fire hazards.
 10. Issue warnings and citations for fire code violations.
 11. Coordinates, oversees and enforces the open burning ordinance for the city of Nicholasville and issues burn permits accordingly.
 12. Maintains data and records regarding fire inspection or prevention activities; prepares a variety of reports regarding fire inspection or prevention as required.
 13. Recommends and develops proposed fire prevention policies, procedures and codes.
 14. Coordinates and oversees company inspections.
 15. Any other assigned projects as deemed appropriate by the Fire Chief.
 16. Be able to conduct research and present findings based on that research.
 17. Be required to attend training outside the regular fire department training.
 18. May function under the National Incident Management System (NIMS) and Unified Command System and may coordinate effectively with other fire officers as may be needed to ensure effective and efficient handling of an emergency situation.
 19. Assist the Fire Chief in the fire department strategic planning process.
 20. Assist the Fire Chief with budget preparations.
 21. Assist the Fire Chief in developing departmental operating procedures.
 22. Works closely with other electrical and building inspectors.
 23. May perform all duties of a firefighter when deemed necessary

Non-Essential:

1. May serve on local government and community based boards, groups, or committees.
2. May serve on regional based boards, groups, or committees.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by some post-secondary education. Must have minimum 10 years experience as a career firefighter recognized by the Kentucky Fire Commission, including a minimum of 2 years at the rank of Lieutenant or above in a career fire department.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of modern firefighting principles, methods, and procedures.
2. Thorough knowledge of Federal, State, and Local laws and ordinances including the National Fire Protection Association Codes and Standards pertaining to fire prevention and inspection.
3. Thorough knowledge of fire prevention methods and techniques.
4. Good working knowledge of the street system and physical layout of the city of Nicholasville.

Skills:

1. Oral and written communication skills including large group and public speaking skills.
2. Computer skills.
3. Class demonstration and presentation skills.

Abilities:

1. Ability to prepare and maintain accurate files and reports.
2. Ability to complete required forms and maintain records as it applies to inspection and prevention activities.
3. Ability to react quickly, efficiently, and calmly in emergency and hazardous situations.
4. Ability to establish and maintain effective working relationships with other city officers, employees, and the general public.
5. Ability to give effective oral and written instruction; ability to receive, understand and follow oral and instruction.
6. Ability to use, understand interpret, and enforce fire and building codes, rules, regulations, ordinances, and laws.
7. Ability to perform firefighting duties for extended periods of time, often under adverse weather conditions.
8. Ability to read or otherwise acquire knowledge and present these materials to the general public.

ADDITIONAL REQUIREMENTS

Instructions: Very general; must use own judgment most of the time; must be capable of performing duties and responsibilities with minimal supervision.

Processes: Must frequently analyze and refine existing work methods, processes, and develop new techniques, concepts or programs within established limits and policies.

Review of Work: General briefings may be necessary; prepares reports and brings forth recommendations to the Fire Chief as needed.

Analytical Requirements: Assignments may sometimes require analysis of information,

data, and findings and be capable of basing sound decisions on proven information. Applicant shall also be capable of presenting findings in a fair, unbiased, and constructive manner as to assist in the prevention of fires and other potential emergencies.

Physical Requirements of the Job: Work involves long periods of sitting at a desk or table, standing, stooping, and walking. Extreme physical demands at emergency scenes, incidents, and training drills for long periods of time will also be involved. Lifting heavy objects (more than 25 pounds); extreme heat conditions for long periods of time, exposure and work conducted at elevated places and confined spaces. Work may involve exposure to toxic environments, chemicals, loud noises, mental and physical stress, emotionally unpleasant mental challenges based upon emergency call and situations. Must be able to wear a respirator; must be able to pass annual physical and medical tests.

Tools, Equipment, and Vehicles Used: All types of fire and rescue equipment, driving and operation of large trucks and elevated equipment, hydraulic equipment, EMS equipment, hazardous materials monitoring equipment, computer and internet, and normal office equipment.

Contacts: Frequent interaction with the public, children, and city officers and employees requiring tact, discretion, and diplomacy are requirements of this position.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain upon appointment a valid Commonwealth of Kentucky Driver's License.

Training Requirements: Must complete required annual training.

Certification Requirements: Must be Kentucky Basic 2 certified Fire Fighter; Must possess Basic Emergency Medical Technician (EMT) certification; Must possess IFSAC Firefighter I and Firefighter II certification; Must possess child safety seat technician certification**; Must possess IFSAC or equivalent Haz-Mat Awareness and Operations certifications; Must possess Hazardous Materials Technician Certification; Must possess IFSAC Fire Instructor I. Must possess as minimum, an Associates of Fire Science Degree (AS) or IFSAC Fire Officer I; Must possess IFSAC Fire Officer II Certification (within 1 year of appointment based upon the availability of the class.) Must possess IFSAC Driver/Operator Pumper/Mobile Water Supply Certification (Within 1 year of appointment based upon the availability of the class); Must possess IFSAC Fire Aerial Operator Certification (Within 1 year of appointment based upon the availability of the class. Must possess ICS 300 and ICS 400 Certifications; Must possess NFA Command and Control Decision Making at Multi-Alarm Incidents (within 2 years of appointment based upon the availability of the class). Must possess Kentucky Level 1 and 2 Fire

Inspector Certification.; possess and maintain NAFI fire and explosion investigator certification (CFEI) attend required annual training. See Training Requirements for additional certification requirements. ** (Personnel hired after 2005)

Additional Requirements: Must be able to respond to calls at all hours in a reasonable period of time; must be able to present programs or attend meetings at any hour based on need.

Additional Information: Hazardous retirement.

Overtime Provision: Exempt

Amended 5-12-25