

13. Supervises and conducts educational programs related to fire prevention and life safety, coordinates fire prevention activities with schools, the public and fire suppression management staff.
14. Works with and assists the State Fire Marshal's Office with inspections and duties in this jurisdiction as required and requested.
15. Works with other City Officials/Inspectors (building, electrical, etc.) as needed on projects.
16. Works with and coordinates their public safety training plans with Officers and Supervisors concerned.
17. Suggests locations of fire hydrants for placement in existing locations for fill in coverage and determines locations for new construction placement of sprinkler pits and fire hydrants. Maintains records of all fire hydrants. Conducts water flow readings for calculations as requested for new construction.
18. Makes recommendations to the Deputy Chief for any improvements or changes in established practices or techniques which he may deem beneficial to the Jasper Fire Department.
19. Attends LEPC (Local Emergency Planning Committee meetings), North Georgia Code Officials meetings and Georgia Fire Inspectors Association meetings.
20. Reports for all emergency incidents as directed by the Chief or Deputy Chief of Jasper Fire, or as directed by other orders from the City Manager or Deputy City Manager. May be required to direct activities of fire personnel and equipment at fires or other emergencies.
21. Maintains equipment and vehicles assigned to them.
22. Performs all other duties as assigned by the Deputy Fire Chief of Fire Chief.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge Skills and Abilities

1. Knowledge of local, state and national fire codes and administration regulations.
2. Knowledge of building materials, fire prevention and detection devices, and of codes of egress characteristics.
3. Knowledge of firefighting principles, equipment and materials.
4. Knowledge of rules, regulations and policies of the Fire Department.
5. Knowledge of supervisory and leadership principles.
6. Knowledge of the geography of the city.
7. Skill in making quick, sound decisions at the scene of a fire.
8. Skill in communicating with a team of firefighters while preparing for and fighting a fire.
9. Skill in training and motivating subordinates.
10. Skill in evaluating the characteristics of fires and deciding on the most appropriate actions to take.
11. Skill in providing Emergency Medical Services.
12. Skill in working safely around high voltage equipment.
13. Skill in inspecting apparatus and equipment to determine if they are properly cared for and stored.
14. Ability to perform the physical duties of a firefighter.
15. Ability to work under stressful situations where there is danger to life and property.
16. Ability to deal tactfully and effectively with the general public and co-workers.
17. Ability to lift and carry weights of over 75 pounds and maintain physical fitness.

2. Responsibility

- a. This position has supervision over employees of the Fire Department that are temporarily assigned to educational programs that are related to fire and life safety. May also be required to direct activities of personnel at fires or other emergencies and fill in as a shift commander as necessary.

3. Personal Work Relationships

- a. Contacts are typically with co-workers and the general public.

- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems and provide services.
4. Physical Effort and Work Environment
 - a. The work is typically performed while intermittently sitting, standing, bending, crouching or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity and distinguishes between shades of color.
 - b. The work is performed indoors and outdoors. The work requires the use of specialized firefighting equipment, including turnout gear. The employee may be exposed to dust, dirt, grease, toxic chemicals, machinery with moving parts and contagious or infectious diseases
5. Guidelines
 - a. Guidelines include firefighting principles, traffic laws, work safety policies, city ordinances, policies and procedures and state and federal codes and regulations relevant to fire inspections and safety. These guidelines are generally clear and specific, but may require some interpretation in application.
6. Complexity and Scope of Work
 - a. The work consists of related equipment operation duties. Inclement weather, extreme temperatures and heavy traffic contribute to the complexity of the position.
 - b. The purpose of this position is to direct and manage and implement programs supporting fire prevention, enforcement of codes, ordinances and laws, as they pertain to fire and life safety.
7. Minimum Qualifications
 - a. Associate's degree in Fire Science or a closely related field.
 - b. 5 years of firefighting experience.
 - c. NPQ Fire Officer III.
 - d. NPQ or State certified Fire Investigator
 - e. NPQ or State certified Fire Inspector.
 - f. NPQ or State certified Plans examiner.
 - g. Georgia Licensed EMT-I, AEMT, or Paramedic.
 - h. Possession of Class "F" vehicle operator's license.
 - i. Compliance with Georgia Code 25-4-1 (Fire Fighter Standards and Training).
8. Supervisory Controls
 - a. The Fire Chief/Deputy Fire Chief assigns work in terms of department goals and objectives. The Chief/Deputy Fire Chief reviews work through conferences, reports and observation of department activities.

In accordance with City of Jasper's Substance Abuse Policy all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

E. APPROVAL SIGNATURES

I have received a copy of this job description for the position that I will be performing for the City of Jasper. I understand that it is my responsibility to familiarize myself with the information provided and agree to perform these job duties to the best of my ability and for the annual salary that is provided to me.

I understand that the information is subject to change as situations warrant and that changes supersede, modify or eliminate the current job description. Changes will be communicated to me through a revised job description. I accept my part of the responsibility for keeping informed of these changes and continuing to perform my job duties as assigned to me. Should I feel that I can no longer perform my job as it is described I will inform my employer in writing.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date