

Watch Hill Fire District

222 Watch Hill Road
Westerly, RI 02891

Job Description – Fire Marshal / Firefighter / EMT

SALARY: \$45,000 - \$55,000 Hiring Range (Depending on Qualifications)

SUPERVISOR: Reports directly to the Chief of Department

BASIC FUNCTION

Shall be responsible for the fire inspection and prevention activities within the Watch Hill Fire District. Said fire inspection and prevention activities shall be conducted in accordance with the provisions of the Rhode Island State Fire Code.

I. ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Fire Marshal's Office

A) Inspect commercial and residential occupancies to determine compliance with the RI State Fire Code and applicable standards

B) Resolve compliance issues with property owners and managers within the scope of knowledge and authority.

C) Review and approve construction plans to determine compliance with the State of Rhode Island Fire Code and all applicable standards and regulations.

D) Respond to complaints regarding fire code violations or fire hazards.

E) Maintain a variety of data and records regarding fire inspections, investigations, and prevention activities.

F) Provide public education presentations in fire prevention, including but not limited to lectures, demonstrations, and presentations before community groups, schools, and other organizations, as directed.

G) Assist in fire investigation activities, as directed.

H) issue permits, and authorizing by signature, any said permits or operations where permissible.

I) Assist in developing plans for special assignments, i.e., emergency preparedness, training programs, firefighting, hazardous materials, and pre-fire plans.

J) Perform general maintenance and upkeep of fire prevention equipment and systems.

K) Perform related work as required.

2. Fire Department

A) Respond to emergency calls during work hours.

B) Drive and operate all apparatus.

C) Other duties, as assigned by Chief of Department.

II. MINIMUM QUALIFICATIONS

1. Education and Experience

Education and Experience:

- Must possess a minimum of three (3) years of experience as a firefighter.
- Must possess a high school diploma or G.E.D.
- Must be a United States Citizen and furnish a copy of your birth certificate.
- Must pass initial and annual drug screen, physical examination, and criminal background checks.

Licenses and Certificates:

- Must have and maintain valid driver's license.
- Must have Fire Fighter I and II certification.
- Must have and maintain C.P.R., AED, and First Aid certification.
- Must have and maintain RI Boating Safety Card. **(or obtain within three months of hire)**
- Must have and maintain RI EMT or EMR license.
- Must have and maintain RI Assistant Deputy Fire Marshal certification.
- *Equivalent combinations of education and experience may be considered for hiring purposes.*

2. Required Knowledge, Skills, and Abilities

- A) Modern fire prevention principles, procedures, and fire protection systems and equipment.
- B) Educational methods as they relate to presenting programs of fire and life safety instruction.
- C) An understanding of the fire service and its vital role in protecting the community.
- D) NFPA 921 and how it is applied to fire investigations.
- E) The basic science of fire behavior.
- F) Computers, common software including Microsoft Word, Excel, PowerPoint, and associated equipment.
- G) Ability to read and interpret construction plans and documents
- H) Emergency scene operations and safety
- I) Water supply and hydraulics
- J) Fire, inspection, and investigation reporting software

3. Desirable Knowledge, Skills, and Abilities

- A) Completion of any courses related to fire service response for Homeland Security.
- B) Completion of any advanced hazardous materials training, including but not limited to hazardous materials technician.

III. SPECIAL REQUIREMENTS

- A) Must be able to proficiently speak, read, and write the English language.
- B) Must wear proper uniform as provided while on duty.
- C) Must be able to wear breathing protection, including but not limited to Self-contained Breathing Apparatus (SCBA), and adhere to all guidelines governing the use of said equipment.
- D) Medical exam (physical) at time of hire certifying that the individual can complete the duties and responsibilities listed above.

IV. PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

V. WORKING CONDITIONS:

- A) Work outdoors in a variety of weather conditions, including extreme heat and cold.
- B) Work at heights greater than ten (10) feet above finished grade.
- C) Sit at a desk entering data into a computer, and/or reviewing construction plans and documents.
- D) Operate a variety of office equipment, such as computers, copiers, scanners, and fax machines.
- E) Ability to perform the following:
 - (i) Climb ladders and/or steps to reach objects and areas.
 - (ii) Navigate and move about construction sites and buildings in various stages of construction.
 - (iii) Walk in and about severely fire-damaged structures.
 - (iv) Wear SCBA and fire gear for long periods.
 - (v) Identify and use common hand tools.
 - (vi) Move objects and/or equipment weighing up to fifty (50) pounds over long distances.