

Perry Township Fire Department

LARRY S. SEDLOCK
FIRE CHIEF



PENNY LORENZ
ADMINISTRATIVE ASSISTANT

JOB ANNOUNCEMENT

Friday, March 11, 2022

The Perry Township Fire Department would like you to join our team as we are posting this announcement and accepting resumes for the following position.

FIRE PREVENTION

Position:	Fire Prevention
Category:	The appointee to this position will not be a member of the collective bargaining unit.
Benefits:	Excellent benefits (Medical, Dental, Vision, and Life)
Retirement:	Ohio Police and Fire Retirement
Vacation:	Paid vacation
Holidays:	Paid holidays
Sick Time:	Accrued
Work Hours:	Monday-Friday 8 AM – 4 PM Some overtime may be necessary
Salary:	\$23.16 / Hour - \$48,172.80 / Annually \$26.25 / Hour - \$54,600.00 / Annually (After one (1) year)

If interested, please provide a resume, documents for all of the required qualifications, a reference list, and prior work history. Resumes must be hand-delivered or sent by certified mail to the below address attention Chief Sedlock.

THE DEADLINE FOR RESUMES TO BE RECEIVED IS
FRIDAY, MARCH 25, 2022 AT 3:00 PM

Perry Township Fire Department

Fire Prevention

Job Description (2/1/22)

The statement below generally reflects the principal functions of the job identified and shall not be construed as a detailed description or restriction of all the work requirements that may be expected on the job. The final authority for job assignments, and work requirements for all Perry Township employees rests with the Perry Township Board of Trustees.

SUMMARY:

The person in this position will be highly visible within the community, therefore, must demonstrate professionalism. This position contributes to the mission of the Perry Township Fire Department in the prevention and control of fires by performing technical fire inspections of residential, commercial, and new construction; enforcing compliance with laws, ordinances, and regulations pertaining to the prevention and control of fire; conducting fire investigations to establish the cause of fires and may be required to testify in court; and developing and presenting public education programs about fire prevention. This position reports to the Deputy Chief of Operations.

JOB FUNCTIONS:

The following functions are not intended to be a complete list. Other duties will be assigned as necessary.

- Interpret, review, and enforce fire safety laws, regulations, plans, and ordinances
- Conducts the inspection of new and existing buildings and other properties for hazards
- Issue correction orders as needed
- Assist Fire Department personnel in code interpretation, training, and fire inspections
- Makes safety recommendations to businesses and school officials
- Develop and conduct fire prevention/fire investigation programs and presentations
- Preparation of accurate reports and maintaining files
- Investigate fires to determine origin and cause and collects evidence if necessary
- Collect, prepare, and present evidence in court and Board of Building Appeals when required
- Investigate complaints of fire prevention law/ordinance violations
- Ability to take oral and written statements
- Ability to operate office equipment
- Ability to work in a stressful environment
- Ability to work in all weather conditions

MINIMUM QUALIFICATIONS:

- Minimum 18 years of age
- Minimum five years experience in firefighting operations
- High school diploma or equivalent. Associate or bachelor's degree preferred
- Possession of a valid current State of Ohio driver's license and maintain it
- Current State of Ohio EMT-B, EMT-Advanced, or Paramedic certification and maintain it (Paramedic Preferred)
- Current State of Ohio Firefighter II certification and maintain it
- Current State of Ohio Fire Safety Inspector certification and maintain it
- Current State of Ohio Fire Investigator and maintain it
- NIMS 700, 100, 200
- Shall not be a convicted felon or have a misdemeanor conviction involving moral turpitude

KNOWLEDGE OF:

- Principles and practices of fire inspections in schools, rest homes, residences, churches, hospitals, industrial and commercial buildings, sprinkler systems, hazardous materials, and other fire hazards
- Principles and practices of, and equipment used in, fire investigations, including the collection and retention of evidence
- Procedures and use of fire-related equipment such as fire extinguishers, sprinkler systems and alarm systems

ABILITY TO:

- Read and interpret plans and make recommendations
- Respond to all fire incidents (when possible) to determine origin and cause
- Correctly determine the cause, collect, and properly handle evidence, testify, and present evidence in the court of law
- Effectively interview witnesses and suspects
- Interpret and enforce all applicable codes, ordinances, and laws
- Develop and/or implement community fire prevention programs
- Establish and maintain cooperative working relationships with the public and coworkers
- Create preplans to assist fire department personnel