

**PROOF OF EDUCATION REQUIRED WITH APPLICATION**

**VACANT POSITION**

**DEPARTMENT: FIRE**

**OBTAIN APPLICATION: [www.spaldingcounty.com/careers](http://www.spaldingcounty.com/careers)**

**SUBMIT COMPLETED APPLICATION & PROOF OF EDUCATION TO:**

**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street**

**CLOSING DATE: SEPTEMBER 1, 2023 AT 12:00PM**

**\*\*See attached Important Details outlining the application process\*\***

Applicants selected for employment must provide a copy of their birth certificate no later than their first day of employment.

Job title: Fire Safety Officer (Position #1810)  
Salary: Pay Grade 18; Hiring Rate \$47,528.00 per year  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: Monday – Friday, 8:00 am – 5:00 pm. On call as needed.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Requires a high school diploma or state-awarded GED with a minimum of three (3) years experience as a firefighter. Must possess and maintain Firefighter certification, a valid class F GA driver's license, Fire Inspector I, Investigator I, Fire and Life Safety Educator I, and Fire Instructor I certifications. **Preferred Qualifications:** Associates' degree in Fire Science, Emergency Management, or a related field, Fire Inspector II, Fire Officer II, Fire Instructor II, Incident Safety Officer I, Georgia Emergency Management Public Information Officer Course.

**GENERAL STATEMENT OF JOB:** Under general supervision, inspects existing buildings and/or equipment to detect fire hazards and to enforce local ordinances and state laws; inspects new buildings and construction plans for compliance with fire-related building codes; coordinates/conducts fire investigations to determine cause/origin of fires; responds to major fire incidents for saving/protection of life and property; coordinates and/or instructs public fire safety and fire prevention education programs; serves as department Public Information Officer as needed or prepare public information message for supervisors. Reports to the Fire Marshal, or in the absence of the Fire Marshal, reports to the Fire Chief of Operations, or in the absence of the Fire Chief of Operations, reports to the Chief of Administration.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of fire inspection/fire safety education/detection equipment, and automated office machines which includes typewriter, personal computer, copy machine, facsimile machine, calculator, telephone, etc. Must be physically able operate a motor vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty (40) pounds of force occasionally, and/or up to twenty (20) pounds frequently. Physical demand requirements are at levels of those for mostly active and some sedentary work. Must be able to lift and/or carry weights of 125 pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Enforces applicable federal, state, and local fire prevention, fire protection, life safety, and other related codes, laws, rules, regulations, specifications, standards, policies, and procedures; initiates actions necessary to correct deviations or violations; inspects commercial buildings in the County to ensure compliance with fire/safety codes; examines building interiors/exterior to detect hazardous conditions or

violations of fire ordinances or laws; observes equipment tests, such as fuel storage tanks, automatic sprinkler systems, and fire extinguishing systems; reviews inspection requests and schedules inspections.

Serves as the primary public information officer for the fire department and emergency management department, as deemed by the Fire Chief/Emergency Management Director and the Deputy Chiefs of Operations and Administration. Works with the incident commander, along with the Fire Chief /Emergency Management Director and Deputy Chiefs of Operations and Administration to coordinate and provide information to media concerning emergency incidents or situations within the county. Assists in setting up media staging areas away from incident command posts.

Reviews Americans With Disabilities Act (ADA) compliance regulations, serves as the primary county, ADA representative to the state fire marshal and state ADA coordinators office; works to provide risk assessments in accordance to ADA guidelines; works with county construction and maintenance personnel on required alterations to existing buildings, works with Spalding County Community Development office to coordinate ADA reviews and other reviews to ensure compliance.

Coordinates/schedules pre-fire plan visits to local businesses, as needed; completes pre-fire plan reports and drawings; reviews pre-fire plans submitted by personnel. Schedules the use of shift personnel for pre-fire plan visits through the shift commander.

Reviews construction plans of new commercial buildings, water systems, and subdivisions for compliance with applicable codes; reviews zoning applications for fire protection requirements; reviews business license applications to determine need for inspections; coordinates inspections and exchanges information with zoning, building, and business license office staff; issues permits to attest to safe operating conditions as described in fire prevention code.

Discusses problems concerning fire code requirements with property owners, architects, engineers, contractors, and other individuals; recommends solutions to problems; answers questions or complaints concerning code violations. Provides accurate and timely information and secures confidential information.

Supervises fire investigation scenes and activities of personnel involved in fire investigations as needed; examines site, collects information, preserves evidence, and interviews witnesses; collects samples of debris for laboratory testing; determines burn pattern, cause/origin of the fire, presence of accelerants/incendiary devices, and whether the fire was accidental or intentionally set; documents investigations with written reports, drawings, and photographs; retains records of all fire investigations (civil and criminal). Obtain briefing information and direction from the incident commander on emergency scenes.

Issues citations for fire code violations; provides information for the Sheriff's department to obtain warrants and arrest suspected arsonists as directed by the Fire Marshal; testifies in court and at hearings (civil and criminal) as needed.

Presents fire safety and fire prevention programs to schools or community groups as needed; leads/arranges tours of fire stations and equipment as needed; answers questions from the media regarding fires and fire prevention issues; coordinates public fire safety education programs with local schools, churches, and civic groups. Works with the Fire Chief of Administration to create public safety announcements that are current with the season, such as fire prevention or summer safety.

Drafts/writes a variety of reports; reviews various forms, reports, correspondence, fire incident reports, photographs, inspection reports, water plans; reads codes, rules, regulations, policies, procedures, manuals, reference materials, or other documentation; compiles statistical data pertaining to departmental operations; analyzes data and identifies trends; retain records of pre-fire plans, inspections, citations, fire investigations, and other department activities; prepares monthly/annual reports for submission to State

Fire Marshal's Office. Works with the county website administrator to provide current information for the website. Assists the Fire Marshal prepare information for the department's Annual Report.

Works with the Deputy Chief of Administration to create and maintain a fire safety budget. Inventories fire safety information pamphlets, PSAs, and supplies to determine when to reorder materials and for budget purposes.

Operates word processing, database, or other computer software programs to enter, retrieve, review, or modify data.

Communicates with supervisors, employees, dispatchers, other departments, fire officials, law enforcement officials, court officials, attorneys, medical personnel, inspectors, outside agencies, insurance companies, property owners/occupants, victims, utility companies, civic organizations, the public, the media, and other individuals as needed to review and coordinate work activities, exchange information, resolve problems, or give/receive advice/direction.

Drives a vehicle to various locations to conduct inspections, investigations, or other related activities; may drive to major fire, rescue, and medical emergency scenes to provide additional emergency response personnel; may act as on-scene safety officer when requested by the incident commander; may operate and monitor a variety of fire vehicles/apparatus.

Reads professional literature, attends training sessions, workshops, and seminars to update knowledge and awareness of applicable laws, regulations, policies and procedures, new equipment, trends, and advances in the profession; attends department shift meetings as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

Represents the County by serving on and/or chairing committees, participating in professional fire investigation/inspection organizations, attending meetings, and making speeches or presentations.

Responds to calls for emergency situations both while on duty and from an on-call status.

Trains department personnel in Fire Safety, Inspections, Investigations, and other areas as needed.

Performs general maintenance tasks necessary to keep vehicles, buildings, hydrants, equipment, and tools in operating condition.

Performs other related duties as required.

08/22/2023

ad1810b



## NOTICE OF PROMOTIONAL ASSESSMENT FOR THE POSITION OF **Fire Safety Officer**

**Posting Date:** August 21, 2023

**Application Deadline:** 12:00 pm, September 1, 2023

Application materials will be accepted until the application deadline listed above for the purpose of establishing a pool of eligible candidates. To be considered an eligible candidate, the applicant must satisfy the following requirements:

### **Required Qualifications:**

- Maintain all Requirements of a State of Georgia Certified Firefighter as per OCGA Title 25-4-8.
- Must possess and maintain a valid class F Georgia Driver's License.
- Maintains all Requirements of a Spalding County Firefighter
- National Professional Qualifications Fire Inspector I
- National Professional Qualifications Investigator I
- National Professional Qualifications Fire and Life Safety Educator I
- National Professional Qualifications Fire Instructor I

### **Preferred Qualifications:**

- Associates' degree in Fire Science, Emergency Management, or a related field.
- National Professional Qualifications Fire Inspector II
- National Professional Qualifications Fire Officer II
- National Professional Qualifications Fire Instructor II
- National Professional Qualifications Incident Safety Officer I
- Georgia Emergency Management Public Information Officer Course

**Submit written proof of "required " and "Preferred Qualifications" along with a Spalding County Job Application to Spalding County Human Resources Depart.**

Interviews for this position will be scheduled on September 6, 2023.

Any application materials provided after the deadline **will not** be accepted, even if it is understood that the applicant possesses the **Required and/or Preferred Qualifications**. **Transcripts from Georgia Firefighter Standards and Training and Georgia Public Safety Training Center will be accepted.**