



## Fire District #1 - Johnson County, Kansas

490 New Century Parkway  
New Century, KS 66031  
Phone: 913-764-7635

*Rob Kirk, Fire Chief*

### *DEPUTY FIRE MARSHAL RECRUITMENT ANNOUNCEMENT*

**SALARY RANGE \$75,000 - \$90,000**

*Fire District #1 – Johnson County is recruiting qualified applicants for Deputy Fire Marshall.*

#### Qualifications:

##### **Preferred -**

- Graduation from an accredited college, an associate degree in Fire Science, Public Administration or a related degree.
- Three years of experience in Fire Prevention and Plan Review.

##### **Required -**

- Must possess a valid driver's license with a good driving record.
- Ability to understand and carry out complex written and verbal instructions.
- Ability to communicate in complex written and verbal form.
- Ability to maintain a favorable working relationship with the Fire Board, co-workers, elected officials, officials of other jurisdictions, the community, and the public.
- Completion of NIMS IS100, IS700, IS200, IS300, IS400, IS800 within the first year of employment.
- Inspector I certification
- Fire Investigator
- Arson Investigator certificate issued by the Kansas State Fire Marshal's Office or equivalent.
- Fire Fatality Investigation Course within the first year of employment

#### Work Schedule:

The work schedule is typical 40 hour per week with occasional night, weekend, and holiday work as required.

If you would like to be considered for a position and hold the requirements, please submit a completed application and resume to:

Fire District #1 Johnson County  
Attn: Administrative Services  
490 New Century Parkway  
New Century, KS 66031

Applications must be received by September 25, 2020 to be considered for this recruitment process.

Please visit our web-site at [www.jocofd1.org](http://www.jocofd1.org) to learn more about Fire District #1 and to download an application.



**Job Description:**  
**Deputy Fire Marshal**

Approved: Rob Kirk  
Fire Chief – Rob Kirk

Date: Sept. 10 2020

**Job Function:** Deputy Fire Marshal  
**Direct Supervision:** Division Chief, Prevention  
**Division Assignment:** Prevention  
**FLSA:** This is an exempt position

**Job Summary:**

Works under the direction of the Division Chief of Prevention/Fire Marshal. Advises on daily activities of fire investigations, plan reviews, inspections, and fire prevention (all-hazard) of the department, staff and community served.

**Specific Duties and Responsibilities**

- Possesses technical competency, working knowledge, and of fire investigations, plan reviews, inspections, and fire prevention (Community Risk Management)
- Assists with numerous administration duties in the Prevention Division to include budget, planning, forecasting, and development of staff and the organization. Continually tracks, evaluates, and reports achievements made and potential improvements to the community risk management of the department.
- Responds to emergency calls and participates in the Incident Command Team until such an incident is under control.
- Ensures proper fire code, life safety, and fire prevention plans are in place for special events. Works with outside agencies as needed for assistance.
- Works with the training division to ensure that personnel are trained properly in the area of fire prevention. Prepares and maintains special reports, letters, proposals, and records on fire activities; receives and evaluates a variety of documents, reports, and statistical information for the department.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire prevention and suppression.
- Other duties that help to fulfill the vision and organizational expectations of the district.
- Maintain strict adherence to SPG 200.00

## **Other Duties**

- Acts as a high-level representative for the District in external interactions with the media, civic organizations, citizens and other governmental agencies for the dissemination of fire service and District related information.
- Confers with the prevention chief in the administration of policies, rules regulations and is a key member in recommendations in the prevention division.

## **Requirements**

### Preferred -

- Graduation from an accredited college, an Associate's degree in Fire Science, Public Administration or a related degree.
- Three years of experience in Fire Prevention and Plan Review.

### Required -

- Must possess a valid driver's license with a good driving record.
- Ability to understand and carry out complex written and verbal instructions.
- Ability to communicate in complex written and verbal form.
- Ability to maintain a favorable working relationship with the Fire Board, co-workers, elected officials, officials of other jurisdictions, the community, and the public.
- Completion of NIMS IS100, IS700, IS200, IS300, IS400, IS800 within the first year of employment.
- Inspector I certification
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## **Physical Requirements/Work Capacity Tests**

- While performing the duties, he/she is frequently required to sit, talk, and hear.
- The employee will converse with the public face to face and on the telephone, field questions and complaints concerning fire and life safety.
- The employee is occasionally required to walk, use hands and finger motions, handle or feel objects, tools or controls and reach with hands and arms.
- While performing the duties he/she must occasionally lift and/or move up to 50 pounds when performing general office duties and fieldwork.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. 20/20 vision correction is required.
- Subject to random medical/wellness exams and screening for substance abuse.

Work capacity tests are used to ensure that persons assigned to fire activities are physically capable of performing the duties of wildland firefighting and to meet National

Wildfire Coordinating Group (NWCG) standards for wildland firefighters (Wildland Fire Qualification Subsystem Guide 310-1, NWCG, 1993). The WCT is a family of tests to determine firefighter physical capabilities at three levels:

**Arduous:** Duties involve fieldwork requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work is typically set by the emergency condition.

**Moderate:** Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods. Individuals usually set their own work pace.

**Light:** Duties mainly involve office-type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals almost always can govern the extent and pace of their physical activity.

Each performance level has its own unique Work Capacity Test:

- Pack Test: Consists of a 3-mile hike with a 45-pound pack over level terrain. A time of 45 minutes is allowed
- Field Test: Consists of a 2-mile hike with a 25-pound pack. A time of 30 minutes is allowed.
- Walk Test: Consists of a 1-mile test with no load. A time of 16 minutes is allowed.