

AMITY TOWNSHIP
PUBLIC SAFETY OFFICER

GENERAL DESCRIPTION:

This individual serves as the Emergency Management Coordinator, Fire Services Coordinator, and Fire Prevention Inspector. This is a highly responsible, salaried, exempt position, working under the direction of the Township Manager or their designee. Under general supervision, the individual in this position oversees fire operations and performs enforcement work related to public safety issues such as property maintenance and similar activities as outlined in local codes, ordinances, and laws. Where violations are identified, action to secure compliance is instituted.

QUALIFICATIONS OF CANDIDATE

The ideal candidate would have college experience with an understanding of and experience in public service and grant writing. It is preferred the candidate not be associated with any Township fire service at present. Background knowledge of Volunteer Fire Services would be helpful. The individual selected must have strong leadership skills and be exceptional in verbal and written communication. The multi-tasked position also requires the candidate to have strong organizational skills in order to balance the many tasks involved. The selected individual will be instrumental in resolving problems and issues as they arise.

JOB DUTIES

- Review Land Development and Building plans to ensure they meet current Fire Codes.
- Responsible for managing the Township's relationship/account with Brycer Compliance Engine or establishing an internal fire safety inspection program.
- Establish and manage a township-wide rental and business inspection program.
- Work directly with the Township Code Enforcement Officer to ensure compliance with fire safety regulations under the International Property Maintenance Code (IPMC).
- Work directly with the Building Code Official regarding fire safety regulations.
- Investigate inquiries and complaints of fire safety violations pertaining to local codes, ordinances, and laws;
- Document and follow up on violations to ensure correction by those responsible;
- Explain the requirements of local codes, ordinances, and laws to property owners, tenants, and general public;
- Correspond and meet with property owners and tenants regarding violations of the local codes, ordinances, laws, and time allowed for correcting deficient conditions;
- File citations to the courts against people not complying with the local codes, ordinances, and laws. Appears at hearings and prosecutes, as necessary.
- Represent the Township in matters pertaining to Fire Services in the township.
- Coordinate with the Township Manager and Board Members regarding matters involving Township designated Fire Companies.
- Meet regularly with the Command Staff of both departments as well as interacting with the volunteer members.
- Attend fire company meetings and training sessions as necessary.
- Interact with the Fire Chiefs and Company Officers to ensure township monies are being spent on firefighting equipment and audited on a regular basis.
- Assist in any recruitment and retention programs/campaigns.
- Ensure suitable background investigations and physical exams are completed before approving a new member.

PUBLIC SAFETY OFFICER

Page 2

- Research and apply for grants that are available to assist the fire companies including the FEMA-SAFER Grant which addresses staffing. The Coordinator will be responsible for the grant proposal, application and submission.
- Interact with the Township Representative handling the State Workers Compensation Insurance to ensure all matters / claims, etc., are being handled in a timely manner.
- Investigate any workers compensation injuries.
- Investigate any equipment damage or motor vehicle accidents - interacting with local authorities.
- Ensure both fire companies have a Safety Officer, in-house safety equipment, and safety bulletins available for members to review.
- Monitor the equipment needs of both fire companies and develop a plan to make sure no unnecessary duplication of equipment is on-going.
- Monitor training and educational needs consistent with NFPA guidelines, make recommendations, and ensure firefighters are obtaining the necessary training as prescribed by the State.
- Monitor the mobile equipment (vehicles, pumpers, etc.) and apparatus to ensure they are in a state of readiness.
- Manage Township Knox Box Program
- Bring concerns of both fire departments to the attention of the township when necessary.
- Continue to review and work towards completing the recommendations outlined in the VFIS report of June 2021.
- Other duties as assigned by the Township Manager or their designee.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the local codes, ordinances, laws and other applicable regulations; ability to establish and maintain cooperative relationships with other public officials, and with the general public; ability to read and interpret laws, codes, ordinances; ability to prepare clear and concise letters, applications, and reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate sufficiently to perform the essential duties of the position, firmness with courtesy; integrity, reliability, tact; good observational skills; good judgment, physical condition commensurate with the demands of the position.

KEY FUNCTIONS:

PHYSICAL DEMANDS: - The employee must be able to hear, see, speak, walk, move twenty-five (25) pounds from one location to another, use a phone, use a computer, drive a motor vehicle, climb up and down ladders and stairs. In addition, the employee may be exposed to dirt, dust, mud, noise, heat and cold.

MENTAL DEMANDS: - The primary duties of this position include the ability to reason, solve problems, interpret the application of township ordinances and communicate with Township personnel, residents, contractors, vendors, builders, engineers, lawyers, etc. in both written and oral form.

REQUIRED SKILLS: - The employee must be able to use basic office equipment, have an intermediate skill level with computers including at minimum Windows 10 (or higher), Microsoft Office 365 and database use, entry and maintenance, be able to read and understand architectural and engineering plans and have or obtain the necessary certifications required under state and township laws

PUBLIC SAFETY OFFICER

Page 3

REQUIRED EDUCATION AND EXPERIENCE: - Graduation from high school or possession of high school equivalency diploma, general construction knowledge, general firefighting knowledge and either: (a) a preference of two (2) years of work experience where the primary function of the position was conducting Fire Code enforcement, inspections and/or investigations; or (b) two (2) years of work experience which required familiarity with municipal codes and ordinances; and, which involved public contact (defined as experience which includes, but is not limited to, information gathering, disseminating, and clarifying, inspecting, negotiating, or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person).

PREFERRED LICENSES/CERTIFICATIONS:

Valid PA Driver's CDL License with an acceptable driving record

NFPA 1031 Fire Inspector I

Fire Inspector II & Fire Inspector III

NIMS 100, 200, 700 & 800 (300 within 1 year)