



NOTICE OF JOB OPENING
Assistant Chief of the Fire Prevention Bureau

Requirements

- 1. Must be at least 18 years old**
- 2. Must be high school graduate or equivalent**
- 3. Must be Ohio Firefighter Level 1**
- 4. Must be Ohio Fire Safety Inspector**
- 5. Have valid Ohio driver's license**

Position Purpose

The Assistant Chief of the Fire Prevention Bureau sees to the administration of all fire inspections and code enforcements of the State of Ohio and the Tipp City Fire Code. He/she also administers the Tipp City Fire Departments Fire Education Program.

Essential Functions

1. Sees to the inspection of all buildings required by the Ohio Fire Code for compliance with state and local fire codes.
2. Identifies occupancy classification, allowable occupant loads, operational features, and fire hazards presented by various occupancies.
3. Conducts follow-up inspections to ensure violations have been corrected.
4. Determines operational readiness of existing portable fire extinguishers and fixed fire suppression systems.
5. Addresses, advises and helps resolve fire code compliance issues and removal of fire hazards with property owners.
6. Receives and investigates complaints regarding fire code violations and recommends corrective action.
7. Coordinates fire prevention safety education / Fire Prevention Week.
8. Schedules and performs fire station tours. Participates in public education and public relations events.
9. Maintain records of all inspections and develop pre-plans for the Tipp City Fire Departments use during emergencies.
10. Requirements for membership of the Tipp City Fire Department are to be maintained, as well as State of Ohio requirements.

This is a salaried position, 40 hours per week. Salary range \$45,000 to \$55,000 with a benefits package.

For consideration please submit hand completed application with resume to:

City of Tipp City
260 S. Garber Dr.
Tipp City, OH 45371
Attn: Joanna Pittenger
HR Generalist

Applications with requirements maybe dropped off at the address above or mailed. The deadline for applying is May 22, 2017.