

## JOB POSTING: CODE & FIRE OFFICIAL



Lower Gwynedd Township, Montgomery County, PA seeks a qualified individual to fill the Code & Fire Official position. This is a new position with long-term growth potential that will assist knowledgeable Township contractors. It is a great opportunity for someone who likes to learn, enjoys working with people, and wants to contribute to public safety.

The Code & Fire Official is a technical public safety officer position that assists with administering various zoning, building, fire, and property maintenance codes within Lower Gwynedd. This position involves enforcement and emergency response matters that require tact and judgment. Code enforcement responsibilities include the administration and enforcement of the Zoning Code, Property Maintenance Code, and other Township ordinances. An employee in this position performs various types of inspections to ensure compliance with fire and other Township codes in new and existing buildings and properties within the Township, addresses property maintenance matters, and issues notices, violations, and citations as needed. The Code & Fire Official will document all code and fire related incidents, input and review records, and investigate and address problems or issues that are reported to the Township. This official will also meet and discuss violations with individuals and provide the necessary follow-up to resolve the issue. This individual will assist the public with their questions or concerns pertaining to code requirements within the Township. The Code & Fire Official will also assist the Fire Marshal with project plan review, life safety inspections, and provide public safety support as assigned by management.

The desired applicant will have a degree from an accredited four-year college or university. A minimum of five (5) years of code enforcement and fire/emergency management service experience. Fire prevention/inspection training from accredited fire training facilities is also required. Other required or desired certifications are listed in the full job description. A valid Pennsylvania driver's license Class-C is required. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities will be considered. The salary range for this position is \$55-\$65K dependent upon qualifications. Please submit resumes to Jamie Worman, Assistant Township Manager/Director of Building & Zoning, at [jworman@lowergwynedd.org](mailto:jworman@lowergwynedd.org).



## **JOB DESCRIPTION**

TITLE: Code & Fire Official

DEPARTMENT: Building & Zoning

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**REPORTS TO:** Assistant Township Manager/Director of Building and Zoning

**EEO JOB CATEGORY:** Professional

**DATE JOB DESCRIPTION COMPLETED:** November 17, 2023

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**SUMMARY:** The Code & Fire Official is a technical public safety officer position that assists with administering various zoning, building, fire, and property maintenance codes within Lower Gwynedd. This position involves enforcement and emergency response matters that require tact and judgment. Code enforcement responsibilities include the administration and enforcement of the Zoning Code, Property Maintenance Code, and other Township ordinances. An employee in this position performs various types of inspections to ensure compliance with fire and other Township codes in new and existing buildings and properties within the Township, addresses property maintenance matters, and issues notices, violations, and citations as needed. The Code & Fire Official will document all code and fire related incidents, input and review records, and investigate and address problems or issues that are reported to the Township. This official will also meet and discuss violations with individuals and provide the necessary follow-up to resolve the issue. This individual will assist the public with their questions or concerns pertaining to code requirements within the Township. The Code & Fire Official will also assist the Fire Marshal with project plan review, life safety inspections, and provide public safety support as assigned by management.

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**TYPICAL EXAMPLES OF WORK:** This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties might be required as deemed necessary:

- Responsible for the administration and enforcement of all municipal ordinances and state laws pertaining to zoning, building, fire, and property maintenance.
- Performs inspections to ensure compliance with fire and other related Township codes in new and existing buildings and properties within the Township, addresses property maintenance matters and other issues reported to the Township.

- Professional and technical work involving the documentation of code and fire related incidents, inputting information into the record keeping system, reviewing records, preparing and issuing notices, violations, and citations.
  - Responds to inquiries regarding Township codes, property maintenance, or fire safety. Meet and discuss code violations with individuals and provide the necessary follow-up to resolve the issue.
  - Responds to requests for service concerning complaints of violations of fire prevention and life safety codes.
  - Assist Fire Marshal with project plan review, life safety inspections, and provide public safety support as assigned.
  - Meets with architects, engineers, and contractors during construction design phase to discuss various life safety and fire safety issues in conjunction with the Fire Marshal.
  - Assist Fire Marshal with pre-planning and risk assessment and other public safety issues intended to support, enhance, and preserve the health, safety, and welfare of the community.
  - Attends various meetings to represent the Township's fire protection interests.
  - Any other duties and responsibilities assigned by the Director of Building and Zoning or the Township Manager.
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#### **QUALIFICATIONS DESIRED:**

- Ability to deal with the public, experience with conflict resolution, and the ability to articulate code compliance both written and orally.
- Must be analytical, detailed-oriented, and able to multi-task without sacrificing accuracy or timeliness. Ability to analyze problems, identify causative factors, and apply actions to effectively resolve current and prevent recurrences of problem conditions.
- Must be able to handle sensitive and confidential information and situations responsibly.
- Excellent oral and written communication skills
- Strong digital and computer skills; familiarity with GIS; ability to operate web-based platforms for situational awareness, information management, and mass notifications.
- Ability to prioritize duties and work on several projects simultaneously.
- Desire to continue obtaining educational credits to obtain necessary certifications.
- Degree from an accredited four-year college or university (relevant work experience may be substituted in place of education requirements) with five (5) years' experience of code enforcement and fire/emergency management services or related areas.
- Available 24/7 in an emergency; On-call as needed.

- Valid PA Driver's License
  - Must be able to pass all background screening.
  - Fire prevention/inspection training from an accredited fire training facility
  - PA Labor & Industry credentials for inspections/ICC: Fire Inspector; Fire Certificates: Pro-Board Certificate Fire Inspector 1 or 2
  - NIMS ICS: 100, 200, 700, 800
  - First Aid, CPR, and AED
  - Additional certifications may be required.
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### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- While performing the duties of this job, the employee will be required to stand, walk, climb, use his or hands, work under extreme weather conditions and in environmental conditions that could be hazardous. Work will also be conducted in an office setting. This position requires the individual to work under various physically demanding conditions and it is essential that the individual maintain adequate physical condition.

### **GENERAL SIGN-OFF:**

The employee is expected to adhere to all Township Policies while employed. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exclusive list of all responsibilities, duties and skills required to perform the job.

I have read and understand the contents of this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_