Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: February 25, 2020
RE: Job Posting – One (1) Full-time Assistant Fire Marshal

Fire Services

Duties and Responsibilities: Performs technical and specialized work examining buildings for fire safety, building construction and specifications to determine compliance with state, federal and county Fire Prevention Codes. Work involves coordinating and conducting field inspections, reviewing construction plans and documenting inspection findings. Employee is also responsible for assisting in planning and response to natural and technological disasters (including hazardous materials and weapons of mass destruction), fire investigations, assisting in public fire prevention education programs and assisting in maintenance of fire training facilities. Employee must exercise independent judgment in applying established standards to a variety of work situations. Employee must exercise considerable tact and firmness in dealing with other agencies, departments, and the general public. Reports to the Fire Marshal.

Qualifications: A thorough working knowledge of the North Carolina Fire Prevention Code, advanced arson and fire investigation techniques, interview skills, and Emergency Management techniques and practices along with the ability to work independently and be aware of all department and county policies regarding both performance and safety.

Graduation from high school supplemented by course work in fire prevention and three (3) to five (5) years of experience in fire prevention, or related work; or an equivalent combination of training and experience which provides the necessary skills, knowledge and abilities.

North Carolina or IFSAC Accredited Firefighter Level 2 and Hazardous Materials Level 1 Responder. Must possess valid North Carolina driver’s license. Certifications of standard Fire Inspector Level issued by the North Carolina Code Officials Qualifications Board (required) and Associate Emergency Manager by the NC Emergency Management Association (preferred).

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.gov/hr. Refer to the Additional Applicant Information section for more detailed instructions. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: Open until filled

Starting rate: $19.32 - $32.56 per hour
(Hiring salary will be determined based on qualifications, certifications, experience, and internal equity)
Pay Grade: 72A – 74A    Career Ladder Opportunity

Phone: (828) 697-4669  Fax: (828) 698-6184
hrd@hendersoncountync.org
www.hendersoncountync.org/hrd
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