



**Firefighter/ Inspector**  
Planning and Zoning Department

Job Description

**Job Objective / General Definition:**

To protect lives and property by responding to emergencies as directed by dispatch system and inspect fire safety regulations of Warwick Township.

This position requires a professional level of operating emergency vehicles, fire suppression and life safety activities, general firehouse duties and the ability to work independently with minimal supervision.

This position is a part-time non-exempt employee within the Planning and Zoning Department.

**Supervision:**

Exercises no supervisory authority, and reports to the Director of Planning and Zoning and Fire Chief Officer.

**Minimum Education, Training, and Experience Required:**

- Must possess a valid PA driver's license
- Firefighter I and II or equivalent
- Healthcare Provider CPR with AED
- Emergency Vehicle Operators Certification (EVOC)
- Pump I and II
- Fire Inspector I certification approved by the PA Department of Labor & Industry required.
- Hazardous Materials Operations
- Basic Vehicle Rescue Technician
- NIMS: 100,200,700,800
- Minimum of five (5) years as a volunteer or (2) years as a career firefighter
- Prior fire inspector experience is preferred.
- Ability to use a computer including Microsoft Office programs, Emergency Reporting, and other proprietary software systems.
- Must possess excellent communication skills.
- Must possess proficient problem-solving skills, and ability to analyze and assess various situations.
- Must obtain membership of the Warwick Township Fire Company and maintain active status.

**Essential Job Functions:**

- Drives, positions, and operates fire apparatus as needed to supply water, aerial ladder and master stream work, hydraulic lines for rescue

- equipment, and pneumatic lines as needed to supply air or refill SCBA. Capable of reading and interpreting gauges and instruments to ensure proper pressures and proper functioning of equipment.
- Assess fireground conditions for situational awareness and evolving challenges.
  - Perform all firefighting/ rescue duties on the fireground including utilizing proper personal protective equipment (PPE) and self-contained breathing apparatus (SCBA).
  - Conducts routine maintenance on fire apparatus, cleans and maintains fire station in proper condition.
  - Inspect non-residential buildings annually to develop familiarity of the level of hazard, if any, produced by the use to the occupants and the community; advise fire companies as needed.
  - Inspect, investigate, and respond to complaints assigned – specifically Fire Code, Property Maintenance Code, and Township Code of Ordinances (sidewalks, nuisance violations, etc.).
  - Issue violations, citations, or fines when appropriate. Attend district court/county court hearings when required and ensure compliance is obtained.
  - Perform related community risk reduction work as required.
  - Maintains all correspondence, lists, and other Township information on the shared drive of the Township computer system.
  - Fire operations are performed under the general supervision of Fire Chief Officer. Assignments are carried out in accordance with standard Fire Company policies, Warwick Township policies, and general work instructions. Will perform duties as a team member of the Warwick Fire Company.
  - Consult the Bucks County Fire Marshal as needed. Work as necessary with the police.
  - Required to attend training as required by the Director of Planning and Zoning or Fire Chief Officer.

### **Physical Requirements:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodation to enable individuals with disabilities to perform essential functions.

Perform firefighting tasks (hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective equipment and self-contained breathing apparatus.

### **Selection Guidelines:**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs

of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Formal application, rating of experience and education, oral interviews, reference checks, background checks, and job-related tests might be used to evaluate a Candidate's qualifications for this position. The applicant must successfully pass a pre-employment firefighter physical.

**EVALUATION:**

Evaluated annually by the Director of Planning and Zoning and Fire Chief Officer with a copy to the Township Manager.