



DEPARTMENT OF

FIRE

Permits & Inspections Coordinator I

Salary: \$43,177-\$51,424

Type: Full Time

Benefits: Full Range of Benefits

Date Posted: 9/20/2024

About Fire

The Salisbury Fire Department strives to ensure the health, safety, and well-being of our community by providing prevention and mitigation of fire and life safety hazards in an effective and efficient manner. Our Core Values are honesty, integrity, teamwork, and a commitment to excellence, knowledge, creativity, respect, and a balanced life.

Profile

The City of Salisbury Fire Department is seeking an individual for the position of Permits & Inspections Coordinator I. The Permits & Inspection Coordinator provides high-level administrative support for the permitting, inspections, fire prevention, fire investigations, and code enforcement functions in the Fire Department under the general supervision of the Fire Marshal. It requires initiative, judgment, and an advanced knowledge of office practices. This position requires the ability to communicate well, both orally and in writing. As the Permits & Inspections Coordinator, you will schedule inspections, issue permits, collect and process fees, and track all activities within a very busy, urban Fire Marshal's Office. You will also oversee the scheduling of fire prevention and public safety education events. This position will also require you to answer phones, prepare reports, maintain multiple calendars, and schedule various appointments to ensure that critical timelines are met.

Preferred Education

Associates Degree or sixty (60) college credits from an accredited university in business, accounting, fire science, public administration or a related field. One-year of administrative office experience.

Preferred Experience

Must be 18 years of age and have experience in office and/or clerical work or a combination of equivalent training, education, and/or experience.

Requirements/Certifications

Knowledge of MS Office Suite and other relevant software packages. NIMS 100 & 700 within 6 months of employment. Valid driver's license from the State in which the employee resides.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Permits and Inspections Coordinator

Grade: 5 (GPP)

Department: Fire

FLSA Status: NE

Date: 9/17/24

Position Profile: Provides high-level administrative support for the permitting, inspections, fire prevention, fire investigations, and code enforcement functions in the Fire Department under the general supervision of the Fire Marshal; performs other duties as assigned.

Duties and Responsibilities

Administration/Project Management

- Assesses progress and performance in achieving established goals for the department and the Fire Marshal's office.
- Develops and maintains departmental filing systems and conducts other office procedures.
- Prepares departmental metrics reports and correspondence.
- Records and may issue and collect fines for fire and life safety code violations.
- Assists with the general administration of departmental programs and of detailed on-going programs and projects.
- Schedules and coordinates fire prevention activities, school visits, and public safety education programs.

Skills Proficiency/Flexible Capability

- Answers the phone in the Fire Marshal's Office and directs callers to the appropriate person and/or responds to requests for information.
- Tracks and responds all citizen inquiries and complaints related to the Fire Marshal's Office, plan reviews, and permit requests.
- Coordinates and monitors all other inspection activities.
- Prepares press releases after fire investigations are completed.

Leadership/Asset Builder

- Acts as a liaison between teams or sections, external departments and outside agencies, groups and organizations.
- Serves as a backup for completing bi-weekly payroll timesheets and other processes through MUNIS applications.
- Attends meetings with the Fire Marshal, as needed.

Stewardship/Systems

- Tracks and monitors the status of all fire code enforcement cases through the case initiation to resolution.
- Assists the Fire Marshal with investigation report completion and data entry into national reporting software systems.
- Maintains and tracks computer records using spreadsheets and software programs.

- Collects and enters permit and inspection funds into MUNIS and processes funds daily.
- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.

Development/Staff Development

- Assists in developing, knowing, implementing, following, and enforcing all city and departmental policies, rules, regulations, and general orders.
- Participates in all of the Fire Departments permitting, inspections, fire prevention, and revenue collection processes.
- Attends and participates in assigned meetings, workgroups, boards, and committees.
- Keeps informed of current department practices by attending workshops and educational programs or reading specialized literature.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Hazards & Risks

- Incumbents may be required to work extended hours including evenings, weekends and holidays.

Education and Experience

- Associates Degree or sixty (60) college credits from an accredited college or university with course work in business, accounting, fire science, public administration, or a related field (Equivalent experience/education may be considered).
- One-year of administrative office work or related experience.

Required Certifications, Licenses, & Registrations

- Knowledge of Microsoft Office Suite, the internet, e-mailing systems, and other relevant software or accounting packages.
- NIMS 100 and 700 within 6 months of employment.
- Valid Class "C" motor vehicle license of state in which the employee resides.

Knowledge, Skills, & Abilities

- General knowledge of the fire service and/or the building and permitting process is highly desirable.
- Ability to understand and follow oral and written directions as well as the ability to administer the same.
- Knowledge of office procedures and methods including computer equipment and supporting word processing, database and spreadsheet applications and the ability to apply the same.
- Ability to properly interpret and make decisions in accordance with laws, regulations, and policies.

- Ability to prepare clear and concise work records and reports.
- Knowledge of the City of Salisbury Fire Department Standard Operating Procedures and Policies and the City of Salisbury Employee Handbook.

Physical Requirements

- Must be able to safely perform the duties of the position without posing a threat to the safety or health of themselves or others.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.