

# Fire Marshal/Division Chief

DEPT: Fire	FLSA: Exempt
DIV:	EEOC: Officials/Admin
DATE: July 2016	



## POSITION SUMMARY

Performs a variety of **technical and professional functions** in support of the Fire Prevention Division, including, technical inspections, fire prevention and investigation duties related to fire safety training and code enforcement as needed to prevent loss of life and property caused by fire and other emergencies.

## SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief.

## SUPERVISION EXERCISED

May provide close to general supervision to Fire Inspector(s). Provides general supervision to Fire Fighters of all job classes when performing commercial building inspections.

## ESSENTIAL FUNCTIONS

Coordinates departmental fire prevention activities and programs; participates as a member of the department management team; recommends policies, procedures and practices to enhance the effectiveness of the department; manages city-wide inspection and fire investigation functions; assigns personnel inspection duties; instructs personnel in inspection procedures and practices, fire prevention codes and report writing procedures; researches, develops, and writes grants; assists in the development of fire prevention operational budgets; monitors grant reporting processes and ensures timely reporting to grantors as required.

Studies and analyzes fire prevention codes and ordinances; identifies weaknesses of the same and recommends changes and improvements to Fire Chief; implements changes and educates personnel on new requirements.

Investigates complaints received by the Fire Prevention Division; establishes and maintains comprehensive records of all complaints and actions taken to bring about resolution.

Perform plan review for new and existing commercial, industrial, and residential construction; examines plans to assure conformity to established state and local fire codes related to fire warning devices, alarm systems, automatic sprinkler review, emergency exits, retardant materials, hydrant locations, fire wall locations etc.; calculates water flow capacity for proposed fire safety systems; examines building construction, building environs, storage practices and materials, building activity, fire prevention equipment, fire exits, electrical and heating appliances and accessories; tests general knowledge of occupants related to fire prevention, suppression, and escape; attends development review committee meetings (DRC) and makes recommendations related to state and local ordinances to ensure developments adhere to local codes and ordinances.

Attends pre-planning meetings with city staff, contractors, builders, architects, etc.; writes letters and advises regarding various codes and perceived compliance with project proposal(s); negotiates various compliance options; attends planning commission meetings as needed to present department position; issues letters for compliance during pre-construction to assure needed changes during construction.

Coordinates with water department in the planning of installation of hydrants; coordinates replacement of hydrants; maintain current location map of hydrant system showing flows, etc.

Conducts fire and safety inspections of existing and under construction residential, multi-dwelling units, business, institutional, commercial and public buildings to determine conformity to local fire prevention codes and ordinances; issues permits and monitors compliance with hazardous materials regulations; determines application of regulations regarding storage and elimination of hazardous materials.

Informs owner or occupant of fire codes, hazards and corrective action necessary to remedy dangerous situation(s); educates occupants and owners as to fire prevention practices; re-inspects property to insure corrective action is taken; follows legal procedures when necessary to force conformity to codes;; may issue "stop work orders" for construction non-compliance with codes and ordinances; issues citations and coordinates with city prosecutor to initiate sanctions and establish compliance.

Conducts investigations into causes of fire; gathers evidence when arson is suspected; analyzes evidence and coordinates with police to make arrests of suspected arsonist; develops and prepares investigation reports, diagrams and summaries; arrives at conclusions based upon evidence and makes recommendations affecting the status of various cases; testifies in court as an expert witness regarding causes and points of origin of fires.

Maintains records for ISO surveys, meets with ISO auditor when requested, conducts ISO evaluations and represents the city in obtaining the best rating possible. Assists in assigned areas of testing such as hose tests, pump tests, ladder testing, apparatus testing, training records and hydrant testing.

Maintains various files and records pertaining to prevention and investigation activities; maintains records of inspections; collects information useful in the development of public safety and fire prevention presentations; operates personal computer to install and retrieve information.

Develops public education material; organizes public education programs and various city activities and events; delivers fire prevention addresses at public gatherings, schools, and special interest groups; demonstrates fire hazards and fire prevention methods and procedures.

Works closely with the Fire Chief and Risk Manager on the Emergency Management Committee and assists with the implementation of the city's Emergency Operations Plan, and Vulnerability Study. Conducts yearly updates to the Emergency Operations Plan and the Vulnerability Study. Recommends and writes policies, procedures and practices to enhance the effectiveness for the Emergency Operation Center.

Performs credentialing for the city in regards to the Emergency Operations Plan, maintains records and badges for all employees and maintains asset inventory for the Emergency Management Committee.

Receives continuous education in updating fire investigation techniques and fire prevention codes and ordinances.

Attends public gatherings to insure observance of fire safety requirements, standards, and regulations; conducts tours for interest groups.

Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from college with an associate degree in fire science;

AND

B. Ten (10) years progressively responsible fire inspection and firefighting experience,

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of state and city codes, laws, and regulations, and ordinances related to fire prevention, investigation and prosecution; fire investigation methods and procedures; common fire hazards and related safety precautions; equipment maintenance and care; fire vehicle equipment; emergency medical techniques and procedures and first-aid; interpersonal communication skills; training methods and techniques.

Ability to organize and analyze evidence related to origin, cause, and circumstance of fire; determine fire causes; prepare department reports in a clear and understandable manner; work in dangerous environments where accident and injury are not uncommon; work in dangerous emergency situations; perform strenuous physical labor; communicate effectively, verbally and in writing; assimilate modern fire education and prevention skills; perform under extreme weather conditions; work on call; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must possess a valid Utah State Driver's License. Must be Fire Inspector certified from Utah Fire and Rescue Academy. Must be certified ICC Fire Inspector I. Must be certified ICC Fire Plans Examiner. Must be Firefighter I and II certified. Must have NIMS 100, 200, 700a, and 800b certifications.

4. Work Environment:

Functions of the position are generally performed in a controlled environment, but subject to all seasonal and weather extremes. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e., memory for details, emotional stability, critical thinking, creative problem solving. Continuous use of motor skills. Approximately 50% of time is indoors and 50% outdoors.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)