



LEHI CITY INTERNAL POSITION OPENING*

Deputy Fire Marshal

***Per Lehi City Policy, only current Lehi City employees can be considered for Internal Openings. If at least three employees do not apply, this position will be opened to the general public.**

CLOSING DATE: July 7, 2016, 6:00 p.m. MDT

SALARY RANGE: \$52,487 - \$73,482, with starting pay up to \$62,984 (Grade 17)

STATUS: Full-time with benefits (health, dental, vision, life, retirement, paid leave, etc.)

DEPARTMENT: Fire

JOB SUMMARY: Under the guidance and direction of City Fire Marshal, assists to manage city-wide inspection and fire investigation functions; monitors assigned personnel inspection duties; instructs personnel in inspection procedures and practices, fire prevention codes and report writing procedures; assists in the development of fire prevention operational budgets; and monitors grant reporting processes and ensures timely reporting to grantors as required. Additional duties may include, but not limited to;

- Perform plan review for new and existing commercial, industrial, and residential construction
- Attends pre-planning meetings with city staff, contractors, builders, architects, 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
- Maintains various files and records pertaining to prevention and investigation activities; maintains records of inspections
- Studies and analyzes fire prevention codes and ordinances; identifies weaknesses of the same and recommends changes and improvements to Fire Marshal
- Investigates complaints received by the Fire Prevention Division

MINIMUM REQUIREMENTS: Graduation from an accredited college with an Associate's degree in fire science; AND five years progressively responsible fire inspection and firefighting experience OR an equivalent combination of education and experience.

- Considerable knowledge of state and city codes, laws, and regulations, and ordinances related to fire prevention, investigation and prosecution
- 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
- Proficiency and ability to communicate effectively, verbally and in writing

CERTIFICATIONS REQUIRED: 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 within one year of hire. Must be

certified ICC Fire Plans Examiner within 2 years of hire. Must be Firefighter I and II certified. Must have NIMS 100, 200, 700a, and 800b certifications.

TO APPLY: Each applicant is required to turn in a Lehi City application and a resume to Human Resources by apply@lehi-ut.gov or 153 N 100 E, Lehi, Utah. **Only applications from candidates that meet the above requirements and qualifications will be considered.** A complete list of essential functions and minimum requirements of the position may be obtained from the Lehi City Human Resources Office. Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 385-201-2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.**

Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.