

## **JOB DESCRIPTION – Fire Marshal**

**Title:** Fire Marshal, Division Chief  
**Reports to:** Fire Chief  
**FLSA Status:** Exempt  
**Union Status:** Non Union  
**Approval/Revision Date:** July 2008

### **Job Summary:**

The Fire Marshal is a senior level administrator that is responsible for all internal and external fire prevention and “all risk” mitigation activities. Supervises and directs the work of all personnel assigned to the Fire Prevention Division. Must work closely and cooperatively with community development staff, building officials, public works department, city engineers, architects, designers, contractors, and the public. Must be able to make concise and technical written and oral reports; read and understand laws, codes, and regulations. Participates in fire investigations to determine causes, including suspected arson, and prepare reports and findings. May be required to testify in a court of law involving criminal cases or code enforcement related issues. Provides technical expertise in the administration of projects, fire codes and plans review. As assigned by the Fire Chief, may serve as liaison with other governmental agencies and communities.

### **Essential Duties and Responsibilities**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related instructions and to perform any other job related duties requested by the fire chief. Specific duties and responsibilities include, but are not limited to:

- Reports to and is responsible to the Fire Chief, and provides supervisory and technical assistance to the employees assigned in the Fire Prevention Division.
- Establish department programs, priorities, and objectives within the area assigned.
- Lead employees effectively, maintaining discipline, along with the ability to exercise sound judgment and management control in personnel and labor relations.
- Strong communication skills and ability to work cooperative and effectively with employees, related agencies and the general public.
- Assign work to employees and approve training for the same.
- Shall demonstrate a great deal of discretion and independent judgment in the performance of duties.
- Ability to interact with internal and external customers in a professional and timely manner and within limits established by the department.
- Apply common sense along with known practices to achieve goals.
- Work closely with all divisions within the department to provide for the highest degree of efficiency and accuracy.
- Continually maintain, develop and implement industry Best Practices.
- Work with various agencies in the promotion and development of fire, life and injury prevention safety programs.
- Recommend and assist with the development of codes and ordinances.
- Research and locate needed information to deal with code applications and violations.

- Responsible for or the management of the plan review process for commercial, industrial business, multi-family housing units, residential plats, schools, nursing homes, churches, public assemblies, and similar buildings.
- Responsible for management of the plan review process for fire protection systems, fire alarm systems, and water supply systems submitted for approval.
- Maintains records of inspections, investigation, and plans review.
- Manage the various programs for inspections of properties for hazard identification, risk reductions, and code enforcement.
- Assist Training Division with the development and implementation of training programs, inspection techniques, injury prevention programs and fire investigation techniques.
- Responsible for the management of programs for the investigations of fires to determine cause and origin.
- Prepares and recommends the budget of the assigned areas and manages the approved budget
- Attends meetings of elected officials when assigned, and provide reports with the concurrence of the Fire Chief.
- Respond off duty when requested and available.
- Attend training courses, seminars, and meetings to maintain knowledge and learn new trends in the field.
- This position may perform other administrative duties as required by the Fire Chief or designee.
- Develop, implement, enforce policies of the department and within the division.

**Qualifications:**

- Ability to work effectively with others.
- Ability to perform inspections and prepare reports.
- Knowledge of modern fire prevention principles, procedures, techniques and equipment.
- Knowledge of, and experience in, the application and interpretation of fire codes and standards.
- Knowledge of, and experience in, the application of codes involving life safety.
- Knowledge and understanding of building codes related to fire and life safety.
- Knowledge of and experience in construction methods and materials related to fire safety.
- Ability to provide leadership within the department and in the community.
- Ability to communicate effectively, orally and in writing.
- Ability to effectively apply standard fire prevention techniques.
- Ability to act effectively in emergency and stressful situations.
- Be a minimum of twenty-one (21) years old.
- Obtain/maintain a valid Washington State driver's license and good driver's record as identified by department policy.
- Successfully complete a twelve-month probationary period.
- Submission to a thorough employment reference check and verification of all applicable certifications.
- Submission to a law enforcement background check.
- Pass a complex medical exam and drug testing.
- Pass a psychological exam.

### **Education and/or Experience**

- Minimum, an Associate Degree or greater in Fire Protection Engineering, Fire Command Administration, Fire Science or other related field by an accredited college or university (Accredited shall mean accredited by any organization, agency, or entity approved by the United States Office of Education or, Council on Recognition of Post secondary Accreditation), or any combination of education and experience as determined by the Fire Chief.
- Seven years in the fire service including knowledge and experience of fire and building codes, fire inspection, plans review or public education.
- Three years fire service supervisory experience.
- IFSAC Fire Inspector or International Code Council (ICC) Fire Inspector I Certification. (Within 18 months of appointment).
- ICC Fire Plans Examiner Certification. (Within 36 months of appointment).
- Any combination of education and experience sufficient to demonstrate competence.

### **Physical Requirements:**

The physical demands described here are representative of those occurring in the performance of the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee occupying this position will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide medical assistance, and therefore must have the physical ability to walk and run.
- The employees must have the ability to conduct coherent voice communication in person as well via portable radio and telephone. The employee must have the physical ability to climb ladders and stairs and work in confined spaces.
- Sustained physical activities with intense concentration at fire, emergency medical and disaster scenes, for long periods of time.
- Requires manual dexterity and visual acuity to operate a variety of fire department equipment.
- Requires ability to climb stairs and ladders, to be on one's feet for long periods of time, to move heavy objects weighing 50 lbs. or more for distances of more than 20 feet, and to work safely without presenting a direct threat to self or others. Requires pulling of 50 lbs. or more, repeated bending or stooping over time, and use of protective clothing to include self contained breathing apparatus.
- While performing the duties of this job, the employee is frequently required to stand; sit walk; talk and hear; use hands to operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb and balance; stoop, kneel, crouch or crawl.
- Hand-eye coordination is necessary to operate drawing instruments, computers and various pieces of office equipment.
- The noise level in the work environment is usually moderate; with occasional exposure to loud noise requiring use of hearing protection.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and other hazardous conditions which may require use of protective clothing and equipment.

**Working Conditions:**

Work is performed indoors and outdoors, the employee has extensive contact with the public and is routinely exposed to blood, contaminants and/or communicable diseases. The employee is routinely exposed to hazards such as fire, extreme heat and smoke. In addition, the employee is required to work in and around unstable structures and may encounter live electrical lines, toxic gases and fumes, and chemical vapors. In the normal course of duties it is often necessary to enter hazardous areas (i.e. fire or automobile accident scenes) which may require the employee to wear personal protective clothing and equipment which may include self contained breathing apparatus.

The requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility but it should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.