



## CLASS SPECIFICATION

Class Code: 17152  
Date Est: 11/2011  
Last Rev:  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 Months

### FIRE MARSHAL

#### **DEFINITION**

Under the direction of the Fire Chief, plans, supervises and coordinates the Fire Prevention Division activities and assumes administrative duties as required. Oversees the daily operations of new construction plans review, fire code inspections, fire investigations, and public education. Provides highly responsible and complex staff assistance to the Fire Chief.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and five years of progressively responsible fire prevention and firefighting experience in an all-risk agency responsible for fire prevention, suppression, medical emergencies, and hazardous materials incidents, including at least three years of supervisory responsibility; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Certification by the International Code Council as Fire Inspector II or equivalent and Fire Plans Examiner at the time of appointment

Fire Investigator Certification, which meets NFPA standards, at time of application.

ICS 100, 200, 300, and 400

All licenses and certifications required to be kept current and maintained for continued employment.

All applicants will be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment and for continuing employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

#### **SUPERVISION EXERCISED**

Supervises employees in the Fire Prevention Division. May also supervise response personnel on emergency incidents.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans and directs all activities of the Fire Prevention Division.

Ensures that existing buildings meet and maintain minimum fire protection standards for fire and life safety by inspecting apartment units, health care facilities, schools, day-care facilities, and other high fire and life safety hazard occupancies, to identify and abate hazardous conditions; makes follow-up inspections and provides technical assistance and legal enforcement where necessary to support inspections done by the Suppression Division.

Responds to citizen complaints of hazardous situations and buildings to eliminate hazardous conditions.

Prepares professional oral and written inspection reports, business correspondence, memoranda, reports and other related documentation using a computer.

Minimizes fire loss by teaching fire prevention and control to increase public fire safety awareness to the greatest possible degree; responding to requests for fire safety education presentations and providing programs for the citizens of the District such as smoke detector programs, fire brigade, and seasonal fire safety programs.

Maintains the fire inspection database and keeps information up to date.

Interprets fire prevention codes/regulations as needed to subordinates and public.

Investigates or directs the investigation of all fires to determine origin, source and cause.

Reviews plans for the installation of flammable liquid storage tanks, LP gas installations, sprinkler systems, fire alarm systems, etc.

Directs the reviews of building plans for multiple dwellings and places of public assembly to ensure code compliance during construction.

Inspects businesses, mercantile, industrial, apartment complexes, etc. for adherence to code compliance; informs owners, managers, and other responsible parties of code violations and attempts to obtain voluntary compliance by explaining requirements.

Conducts public information programs utilizing lectures, demonstrations, and audiovisual presentations and acts as public information officer.

Conducts or arranges for training of inspectors and/or firefighters in fire prevention inspection, arson investigation, and related areas.

Provides fire prevention services to the community by providing training sessions for the Suppression Division in fire prevention and control procedures; provides technical assistance to the Suppression Division by answering questions about hazardous processes and fire and life safety hazards.

Determines the origin and cause of fires that occur within the geographic area.

May be called upon to provide expert testimony on fire loss, fire investigation and codes, ordinance and regulation enforcement.

Works cooperatively with businesses and property owners to eliminate dry grass and weeds on both improved and unimproved parcels within the area to reduce potential fire hazards.

Provides technical expertise in developing new programs and solving problems related directly or indirectly to fire prevention by completing special projects and reports as assigned.

Responds to and manages critical emergency incidents and calls for service; performs as the incident commander, or other position identified in the incident command system; evaluates the need for additional assistance and equipment necessary to handle emergencies; makes technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Maintains a level of physical fitness which meets job requirements.

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Policies and procedures of the Truckee Meadows Fire Protection District.

Modern fire protection systems; fire chemistry; and fire prevention techniques.

Hazardous materials.

Building construction; Federal, State and local building fire codes and standards; and techniques of fire investigation.

Best practices and current modern fire command, and rescue principles, practices, and techniques.

Principles, methods, and equipment used in fire suppression, and hazardous material incidents.

Relevant occupational hazards and safety standards.

Geography of the district, including major streets and landmarks.

Firefighting and rescue methods, tools, and equipment.

### **Ability to:**

Recognize hazards as they relate to fire and life safety, hazardous materials storage and use violations;.

Recommend methods for preventing/correcting fire hazards.

Interpret and enforce local, State, and Federal fire and building codes and standards.

Develop and implement emergency response plans appropriate to the situation.

Investigate fires, including wildland.

Communicate effectively, both orally and in writing.

Operate a personal computer and required software applications.

Plan, organize, and prioritize daily activities.

Maintain records and prepare reports.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Requires exposure to environmentally challenging conditions such as excessive smoke, water, etc. Pre-employment medical and periodic respiratory examinations shall be required for this classification. This position must be available to work occasional weekends and after-hour events as assigned and is subject to recall after hours for fire investigations. The Fire Marshal may serve as Duty Chief on a rotating basis and is subject to emergency call while on and off duty. The Fire Marshal is also subject to staff rotational assignment.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*