

## **FIRE MARSHAL, ASSISTANT**

### **JOB PURPOSE AND SUMMARY**

Coordinates the day-to-day activities of personnel assigned to the Fire Marshal's Office engaged in conducting new construction plan review, fire investigations, existing occupancy inspections, and related activities. Work also involves providing technical assistance to staff in inspection and investigatory standards, interpretation and compliance with codes, ordinances, and departmental and County policy. Other duties include providing staff support for the Fire Marshal in the area of budgeting, research and report writing, and liaison to other agencies and organizations. The employee must use independent judgment and initiative in performing the duties of the position. Work is performed under the general direction and supervision of the Fire Marshal.

The Assistant Fire Marshal is on a 24-hour, seven day rotation for fire investigative purposes. Hours not included in the normal 40 hour work week are paid as standby.

### **CLASSIFICATION DISTINCTIONS**

The Assistant Fire Marshal classification is distinguished from the Fire Inspector and Deputy Fire Marshal job families by the advanced work performed. The incumbent organizes and coordinates the day-to-day activities of all personnel and oversees programs within the Fire Marshal's Office.

Work is performed under the general supervision of the Fire Marshal and is reviewed through periodic conferences, reports, and through the adequacy and accuracy of the resultant records, reports, and functions.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Assist in the development of the Fire Marshal's Office work plan; assign work activities, projects, and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods, and procedures.
- Assist in budget development and coordination; prepare cost estimates for budget recommendations; submit justifications for budget items; assist with monitor and control of expenditures.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Assist with the adoption and enforcement of fire codes, ordinances, and standards.

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- Conduct inspections of buildings and property for fire hazards, conduct fire investigations, conduct new construction plan review and acceptance inspections, and public education activities.
- Conduct origin and cause fire investigations. Perform follow-up investigation as needed for those fires which are determined to have other than an accidental or providential cause. These investigations may require working evenings, weekends, holidays, and during inclement weather on a rotating shift basis.
- Maintains a current knowledge (and/or certifications) of changes in applicable codes, laws, ordinances, and standards.
- Perform as liaison to other agencies and organizations.
- Assume responsibility for the administration of the division in the absence of the Fire Marshal.
- Perform other related job functions as required or assigned.

**QUALIFICATIONS**

Four (4) year degree with major coursework in fire science or administration, law enforcement, business, or public administration, or related field.

**- AND -**

Five (5) years experience in code administration or enforcement including at least three (2) years of supervisory experience.

**- OR -**

Any equivalent combination (8 years) of relevant education, training, and experience which would demonstrate an ability to perform the duties of this classification.

Possess a Fire Inspector II certification from ICC or other approved organization.

Possess a Fire Investigator certification from Washington State, NAFI, IAAI, or other approved organization.

**Possession of a valid motor vehicle operator's license.**

The incumbent must obtain a limited law enforcement commission from the Clark County Sheriff within one year of employment.

**Knowledge of:** fire prevention laws, codes and standards; laws which affect fire prevention inspections, fire scene examination and criminal investigations; law enforcement techniques; forecasting/estimating and budgeting techniques.

**Ability to:** express oneself clearly and concisely, both orally and in writing; carry out written and oral instructions; enforce laws, ordinances, codes and regulations with firmness, tact and impartiality; recognize and define fire hazards or conditions which do not meet the conditions of the applicable code or standard and to recommend effective remedial measures; establish and maintain effective working relationships with staff; public and private officials; developers; representatives of city, county and other governmental agencies; community groups; the general public and the news media; plan and coordinate the work of technical and professional personnel in a manner conducive to full performance and high morale; review plans for building, fire protection systems, special systems or uses and land use applications for compliance with applicable fire codes, ordinances, standards, etc.; investigate thoroughly and completely the origin, cause and circumstances of all types of fires occurring in or on fixed or mobile properties; develop, follow through, compile and present prosecutable cases for fires which involve criminal action; work on an on-call rotating schedule involving fire investigations during off-duty hours; prepare and present fire prevention, educational and informational programs to targeted audiences of varying ages and interests.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed primarily in an office setting, but this incumbent must, at times, be able to execute Deputy Marshal's duties.

There is occasional exposure to temperature extremes, dangerous equipment, chemicals, noxious odors/fumes, threat to personal safety and risk of bodily harm or injury during fires and subsequent investigations.

Moderate walking, driving and sitting are essential requirements. It is not unusual to stand for 16 to 20 hours at a fire site during investigation. Walking across uneven surfaces, climbing stairs and ladders and lifting are common during subsequent investigation. Moderate stamina is essential.

Sensory activities, i.e., seeing, reading, speaking and hearing are heavy and essential requirements.

Handwriting and typing/keyboard are also heavy and essential requirements for notes, reports and presentations. Manual dexterity is moderate but essential, especially during investigations.

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