

DEPUTY FIRE MARSHAL

JOB PURPOSE AND SUMMARY

Responsible for improving standards of public safety through fire prevention activities and securing compliance with fire prevention laws, ordinances and standards. Investigates the origin and cause of fires and performs follow-up investigation as required. Presents public education programs and answers specific requests for assistance from the public.

Deputy Fire Marshals are 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 Deputy Fire Marshal is the first level in the alternately staffed Deputy Fire Marshal/Sr. Deputy Fire Marshal job family. The Deputy Fire Marshal classification is distinguished from the next level by the advanced work the Sr. Deputy Fire Marshal performs and the independence in which it is performed. The Deputy is the first level of appeal in situations of conflict or where interpretation is necessary. Deputy Fire Marshals are the enforcement agents for the Fire Marshal's Office for the purpose of Fire Code enforcement.

Incumbents at the Deputy Fire Marshal level are eligible for promotion to the senior level with manager approval when they demonstrate possession of the knowledge, skills, and abilities to fully perform the higher level work and when they achieve the required certifications in arson investigation.

General supervision of the Deputy is provided by the Fire Marshal.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Inspects premises of all new and existing commercial occupancies for compliance with county, state and federal laws, codes, ordinances and regulations.
- Inspects and approves fire extinguishing, protection, signaling and special systems to insure operability and compliance with approved plans and standards.
- Reviews and approves plans for new building construction, fire protection systems and land use applications for compliance with codes, regulations, ordinances, etc.
- Conducts origin and cause fire investigations. Performs 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 and holidays during inclement weather on a rotating shift basis.

CLARK COUNTY, WASHINGTON

- Provides a lead role for various program areas such as new construction, existing occupancy inspections, fire investigations, and hazardous materials. Participates in defining the goals and objectives and develops policies and procedures for these programs. Responsible for the day-to-day operation of the program, scheduling inspections, plan reviews, follow-up investigations, etc. May have one or more inspectors or other Deputies assigned to a program.
- Participates in fire prevention education programs which may include public presentations at schools, businesses, civic organizations or other audiences. These programs often require cooperation with the news media.
- Maintains a current knowledge (and or certifications) of changes in applicable codes, laws, ordinances and standards.
- Prepares detailed reports on all work performed.
- Expresses a courteous and helpful attitude when dealing with the public and other departments or agencies.
- Maintains effective working relationship with State Fire Marshal's Office, County Fire Districts, County Sheriff's Office, County Prosecutor's Office, insurance companies and related agencies.

QUALIFICATIONS

- Three years of professional fire service experience with a fire fighting background and career emphasis in any combination of fire inspection, fire investigation, commercial plan review (fire related) or public education.
- Completion of or significant study towards a recognized degree program in fire science, administration or a closely related field at an established college or university may be substituted for experience on a year for year basis up to a maximum of two years.
- Volunteer or part-time fire service experience may be substituted for career experience at the rate of two years volunteer or part time for one year of career experience. Experience in an occupationally related field may be considered as career experience.

-AND-

International Code Council Fire Inspector certification within one year of the date of employment is required.

AND

International Code Council Building Plans Examiner certification.

-AND-

Completion of an approved course of instruction for meeting the law enforcement requirements for Fire Marshals in accordance with RCW 48.48.060 within two years.

AND

Possession of a valid motor vehicle operator's license.

Knowledge of....fire prevention laws, codes and standards; laws which affect fire prevention inspections, fire scene examination and criminal investigations; law enforcement 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; 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

CLARK COUNTY, WASHINGTON

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.

REVISED 12-10-91; 04/2005

Office use: 06/20/00