

Deputy Fire Marshal

Department: Emergency Management



GENERAL STATEMENT OF JOB

Employee assists the Fire Marshal in enforcement of State and local fire codes, attends meetings, and provides input based on expertise in fire prevention program administration. Employee is responsible for conducting fire inspections and preparing and submitting a variety of reports and records as required by state and federal agencies. Work is characterized by a great variety of working contacts such as building contractors, fire and rescue departments, state and federal officials, civic organizations, schools, and the general public. Employee must exercise initiative and considerable independent judgment completing required tasks. Employee must exercise considerable tact and courtesy in frequent contact with representatives of a variety of government agencies. Employee assists with presenting fire prevention programs, maintaining fire inspections paperwork, and related work as assigned. Assists with Emergency Management functions as needed. Work is performed under the general direction and supervision of the Fire Marshal. Employee will be on an on-call rotation schedule and is subject to being requested to report to duty for large-scale incidents if needed. Reports to the Emergency Management Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Conducts fire inspections of buildings, and enforces the rules and regulations included within the North Carolina State Building Code and Fire Prevention Code; performs re-inspections to ensure violations have been corrected.
- Reviews building plans for compliance with applicable fire codes; provides consultations for prospective new and existing business owners as requested.
- Investigates structure and vehicle fires of suspicious nature to determine the cause and origin.
- Assists local law enforcement agencies with gathering evidence at a fire scene.
- Schedules and/or conducts fire prevention and public education classes.
- Assists Emergency Management with disaster management and other activities as needed.
- Attends conferences, seminars, workshops, classes, lectures, and other meetings; reviews professional literature and confers with professional contacts as appropriate to enhance and maintain knowledge of trends and developments in the field of fire prevention.
- Prepares and submits various reports and correspondence as required by local, state, and federal governments; files and maintains reports, records, and other documents as required by federal, state, and local laws and regulations.
- Participates in and maintains required training for fire, fire inspection, and Emergency Management specialty training.
- Operates the Emergency Management drone for incidents as needed.

- Serves as the Fire Marshal in his/her absence.
- Performs other related duties as required.

REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED and/or 5 years of experience supplemented by college-level course work in law enforcement, emergency management, business, public administration, or a related field; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

Licenses and Certificates:

- Standard Level I Fire Inspection Certificate or ability to obtain is required, with a Level III Certificate preferred.
- Must obtain within 5 years of employment: Level III Fire Certificate, Level I Electrical Certificate, NC Fire Investigation Technician Certification, and Fire Marshal 101 Certification.
- FAA 107 Drone Course and Certification or ability to obtain is required.
- Incident Command 100, 200, 700 and 800 or ability to obtain is required. Incident Command 300 and 400 is preferred.
- Possession of a valid driver's license.
- NC Firefighter Certification is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The following generally describes the knowledge and abilities required to perform the job or which must be learned within a short period of time to successfully perform the assigned duties.

- Thorough knowledge of laws, rules, and regulations pertaining to fire prevention and code enforcement.
- Thorough knowledge of the standard practices, procedures, and methods involved in fire inspection, prevention, and safety.
- Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.
- Considerable knowledge of the geographical layout of the County and all political subdivisions.
- Considerable knowledge of the current literature, trends, and developments in the field of fire prevention.
- Knowledge of fire prevention methods, fire cause determination, and arson investigation.
- Ability to use common office machines including popular computer driven word processing, spreadsheet, and file maintenance programs.

- Ability to deal effectively with fire department personnel, volunteers, public officials, law enforcement agencies, and the general public.
- Ability to maintain moderately complex records and to prepare and submit reports. Ability to effectively express ideas orally and in writing.
- Ability to exercise tact, courtesy, and firmness in frequent contact with representatives of governmental agencies, civic groups, and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to work effectively in a team environment.
- Ability to exercise considerable discretion.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Must be physically able to operate a variety of machinery and equipment including adding machines, typewriters, copiers, levels, measuring gauges, laser transits, electrical diagnostic equipment, soil probes, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are of those for Medium Work.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.
- Requires the ability to read a variety of reports, correspondence, permits, applications, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, permits, architectural reports, code explanations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, architectural, and construction terminology.

- Requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide, utilize decimals and percentages, and understand and apply the theories of algebra.
- Requires the ability to inspect items for proper length, width, and shape.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.
- Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

FLSA Status: Non-Exempt

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The County of Ashe reserves the right to assign or otherwise modify the duties assigned to this classification.