

## **ASHE COUNTY JOB DESCRIPTION**

### **JOB TITLE: FIRE MARSHAL/FIRE INSPECTOR INSPECTIONS DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, employee assists in development and 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 is on call **24-hours-a-day**. Reports to the Emergency Management Coordinator and Chief Building Inspector.

#### **ESSENTIAL JOB FUNCTIONS**

Conducts fire inspections of buildings, and enforces the rules and regulations included within the North Carolina State Building Code and Fire Prevention Code.

Reviews building plans for compliance with applicable fire codes.

Investigates structure and vehicle fires of suspicious nature or involving death or injury to determine the cause and origin.

Assists local law enforcement agencies with gathering evidence at a fire scene.

Directs and oversees comprehensive fire prevention program for County through the inspection of various types of public and private properties.

Serves as consultant to County on fire prevention issues and procedures; assists in the development and enforcement of State and local fire codes; attends meetings and provides input based on expertise in fire prevention program administration.

Assists with public fire education and training.

Assists Emergency Management with disaster management and other activities as needed

Performs post-disaster damage assessments

### **ADDITIONAL JOB FUNCTIONS**

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 delivers oral presentations to various civic, church, school or business groups, etc., on topics pertaining to fire prevention and disaster preparedness.

Prepares and submits various reports as required by local, state and federal governments; oversees filing and maintenance of reports, records and other documents as required by federal, state and local laws and regulations.

Inspects volunteer fire programs and advises of requirements of the N.C. Department of Insurance.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school 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.

### **SPECIAL REQUIREMENTS**

Standard Level I Fire Inspection Certificate required, with a Level III Certificate preferred. Must obtain Level I Electrical Certificate and Level III Fire Inspection Certificate within 5 years of employment.

Possession of a valid North Carolina driver's license is required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

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.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED** **TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** 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.

**Data Conception:** 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.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.

**Language Ability:** 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.

**Intelligence:** 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.

**Verbal Aptitude:** 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.

**Numerical Aptitude:** 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.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** 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.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** 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.

**Physical Communication:** 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.