

FIRE MARSHAL

General Statement of Duties

Performs difficult technical public safety work enforcing fire codes and performing fire inspections; conducts fire education program, fire investigations, and promotes overall fire prevention efforts within the Town.

Distinguishing Features of the Class

An employee in this class performs varied tasks to include fire code enforcement and inspections, fire education, fire investigation, and plans review. Employee is responsible for the fire prevention programs to ensure compliance with State and local fire laws, codes, rules, and regulations. Work includes performing inspections of commercial and retail establishments, schools, and health care facilities, new construction, renovations and, if requested, residences. The employee plans and implements a program of fire prevention and safety education with all ages of the community. Work also includes conducting investigations of fires to determine origin and cause and determine if criminal actions may have contributed to fires. In addition, the employee responds to emergency incidents as needed including fire suppression, rescue, and medical calls. Considerable independence and judgement are required in all aspects of the work, particularly in fire inspections and investigations. Considerable public contact requires that the employee exhibit tact and diplomacy in seeking compliance with fire laws, codes, rules, and regulations. The employee is subject to hazards associated with fire inspection and investigation work including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as high heat, chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Employee is also exposed to atmospheric conditions and blood borne pathogens, and may be required to work in close quarters. Work is performed under the general supervision of the Fire Chief and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of work performed.

Duties and Responsibilities

Essential Duties and Tasks

Performs fire inspections of businesses, commercial and industrial buildings, schools, day care centers, nursing homes, and places of public assembly for existing or potential fire hazards; inspects new and existing construction; enforces fire section of state building code and NFPA codes; conducts follow-up inspections to ensure that deficient conditions are corrected; prepares and submits reports of deficiencies; levies and collects fees for non-compliance; inspects contractor's plans to ensure compliance to fire code; reviews site plans for proper planning and construction.

Prepares and maintains records and reports of own and departmental activities; prepares pre-fire plans.

Reviews site plans, blue prints and specifications for issuing building permits; participates in technical review committee for reviewing site plans for public safety.

Notifies responsible parties of defects found and remediation requirements; performs re-inspections to confirm corrective actions have been taken.

Maintains records of inspections activities; compiles reports and statistics of program activities.

Inspects fire alarms, stand pipes, and sprinkler systems; provides guidance on various fire prevention strategies.

Reviews new construction, renovation and demolition plans; reviews plans for hydrant placement, utilization of sprinkler systems, fire department access, alarms, chemical storage, and building code requirements.

Coordinates information obtained in the inspection program with pre-fire plans prepared by suppression and prevention staff.

Plans and conducts various fire prevention and safety education program for all ages; conducts

fire extinguisher training at industries and offices; coordinates department plans for Fire Education Week; instructs various segments of the community on fire safety through education of the existing codes, laws, and regulations.

Participates in emergency incident response for fire suppression, rescue, emergency medical service, and related issues.

Performs fire investigations to determine origin and cause; coordinates investigations with various law enforcement agencies.

Additional Job Duties

Participates in fire training activities.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the types of industrial and commercial operations in the Town and any related potential hazards.

Thorough knowledge of the North Carolina Building Codes, NFPA Standards and Town Ordinances relating to fire prevention.

Considerable knowledge of the methods of readily ascertaining the presence of existing or potential fire hazards.

Considerable knowledge and skill in fire suppression, hazardous materials response, rescue response and emergency medical incident response.

Considerable knowledge of the laws and regulations, principles and practices regarding fire prevention and fire investigations.

Considerable knowledge of fire prevention and safety educational programming and skill in training and public presentations.

Knowledge of the application of information technology to the work.

Skill in collaborative conflict resolution, public presentations, teamwork, and the use of fire, rescue and emergency medical equipment and apparatus.

Analytical and problem-solving skills.

Skill in conducting fire investigations to determine origin and cause.

Skill in public speaking, teaching and preparing informative and educational programs for all ages.

Ability to interpret, apply and enforce codes and laws with firmness and fairness.

Ability to make educational, informative and interesting public presentations.

Ability to establish and maintain good working relationships with other employees, business and civic leaders, and the general public.

Ability to communicate effectively; ability to prepare and submit clear and concise reports.

Ability to read and interpret blue prints and construction drawings.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to perform administrative and computer related tasks as well as the ability to operate trucks and other equipment.

Desirable Education and Experience

Graduation from a community college with a degree in fire science supplemented by courses in fire inspection and prevention and considerable experience in the fire service and/or fire inspections; or an equivalent combination of education and experience.

Special Requirements

Possession of Fire Inspector Standard Level III within six months of employment and Fire Education certification within two years of appointment.

Possession of NC Fire Officer, Fire Instructor, NC EMS Basic, Rescue Technician, Arson Investigator, and other certifications as required by the department.