

FIRE MARSHAL

General Statement of Duties

Performs technical and supervisory work enforcing fire codes and performing fire inspections; conducts fire education programs and promotes overall fire prevention efforts within the Town as well as full participation in fire suppression, emergency medical services and rescue response; serves in the absence of the Fire/EMS Chief.

Distinguishing Features of the Class

An employee in this class performs varied tasks to include fire code enforcement and inspections, investigations, fire education, and plans review in addition to the fire suppression, emergency medical and rescue response of the department. Employee is responsible for the fire prevention programs to ensure compliance with State and local fire laws, codes, rules, and regulations. Work includes supervising and participating in inspections of commercial and retail establishments, health care facilities, new construction, and, if requested, residences. The employee plans and implements a program of fire prevention and safety education with all ages of the community. Work may also include participating in conducting investigations of fires to determine if criminal actions may have contributed to fires. 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 serves in the absence of the Chief and is subject to taking incident command. Thus the employee must maintain physical response abilities. 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 bloodborne 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

Supervises and participates in conducting fire inspections of businesses, commercial buildings and places of public assembly for existing or potential fire hazards; 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; supervises and prepares pre-incident plans.

Plans and conducts various fire prevention and safety education program for all ages; conducts fire extinguisher training at 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.

Serves as training administrator for the department; plans, organizes, conducts, coordinates and supervises a wide variety of training for the department including fire, EMS, rescue, and other training; maintains training records; conducts training.

Coordinates the departmental hiring and promotional processes for the department; participates in applicant screening, testing, and new employee orientation.

Plans, organizes and supervises the testing of fire pumps, hose and hydrants.
Assists the Fire Chief with a wide variety of research, records, planning, and administrative activities.
Responds to a wide variety of incidents including fires, medical calls, swift water rescue, high angle rescue, confined space rescue and other services; may assume command; serves in the absence of the Chief.
Plans, organizes and supervises a variety of facility, equipment and apparatus maintenance and repair.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the types of commercial operations in the Town and any related potential hazards.
Thorough knowledge of the North Carolina Building Code, NFPA Standards and Town Ordinances relating to fire prevention.
Thorough knowledge of the occupational hazards and appropriate safety precautions involved in fire fighting, rescue, and emergency medical operations.
Considerable knowledge of the methods of readily ascertaining the presence of existing or potential fire hazards.
Considerable knowledge of the methods and practices related to fire prevention.
Considerable knowledge of the sources and use of information about current fire prevention, and skill in their teaching and application.
Considerable knowledge of fire prevention and safety educational programing and skill in training and public presentations.
Considerable knowledge of emergency medical response at the Paramedic level.
Considerable knowledge of fire suppression methods, principles and practices.
Considerable knowledge of various water, building, and confined space rescue and extraction.
Considerable knowledge of supervisory principles, practices, laws and regulations and Town policies and procedures related to personnel and budgeting.
Ability to enforce codes and laws with firmness and fairness; visual acuity to conduct inspections.
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 lead and inspire calm control in emergency conditions.

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 including considerable supervisory experience; or an equivalent combination of education and experience.

Special Requirements

- Possession of Fire Inspector Standard Level I.
- Possession of a valid North Carolina class B driver's license.
- Possession of Fire fighter II and Fire Officer II certification.
- Certification as North Carolina Fire and Rescue Instructor.
- Possession of North Carolina EMS-Paramedic certification.