



Rio Verde Fire District

Fire Marshal Job Description

Summary

Performs a wide variety of technical tasks and functions in support of fire safety inspections of commercial and public buildings; investigates all fires, enforce all codes and ordinances related to fire safety; provide fire safety and prevention programs, assist in EMS duties and provide technical and highly complex support to the Fire Chief.

Duties and Responsibilities

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Inspect all commercial and public buildings for safety and fire code violations.
- Perform building and site plan review for all new construction for compliance with fire codes including automatic fire suppression and detection systems; prepare written fire code requirements; conduct final occupancy inspections.
- Consult with contractors, engineers, architects developers, builders, property owners and other agencies regarding construction projects and activities.
- Interpret enforcement guidelines to department personnel, citizens and professional agencies; organize and maintain records.
- Conduct fire investigations and investigate explosions to determine cause and origin; respond to and perform inspections originated from citizen complaints.
- Present fire and safety education programs for the community, instruct groups on fire safety and prevention methods and participate in other educational programs for various groups and general public.
- Prepare various reports on operations and activities. Provide inspections, investigations, plan reviews and system tests with reports as needed.
- Make recommendations regarding fire code adoption and amendments.
- May assist with EMS duties, CQI, ambulance billing and other fire operations support.

Marginal Functions:

Perform additional related duties as assigned.

Qualifications

Knowledge of:

- Fire prevention and suppression equipment and operating systems.
- Policies and procedures of the Fire District.
- Pertinent federal, state and local laws, codes and regulations.
- Principle, practices, methods and techniques of modern fire and life safety and fire suppression.
- The geography of the fire district and surrounding area.
- Various building construction techniques and the consequences of each type on fire prevention activities.
- Fire investigation procedures.
- Safe work practices and procedures.
- International Fire and Building Codes.

Ability to:

- Develop, direct and perform fire safety inspection for identified occupancies.
- Organize and perform building and site plan reviews.
- Code interpretation and enforcement guidelines to fire department personnel, citizens and professional agencies.
- Operate as a team member and independently at incidents.
- Work under stress and use good judgment in emergency situations.
- Tactfully respond to requests and inquires from the general public.
- Oversee and assist in resolving a variety of situations characterized by conflict or danger.
- Safely operate department vehicles, apparatus and other emergency equipment.
- Communicate clearly and concisely, both orally and in writing.

Education and/or Experience:

Associates degree in fire protection or related field recommended. Sufficient education and training to achieve certifications and licensures listed below, and five years of fire protection experience, two years experience in inspections and investigations.

License or Certificate:

- Arizona State Fire inspector II or equivalent
- Arizona Arson 1 certificate or equivalent
- Possession of Emergency Medical Technician certification from the Arizona Department of Health.
- Possession of Arson Investigator certification.
- Possession of Basic Fire Inspector Certification.
- Possession of Fire Inspector two through (ICC).

Supervision Received and Exercised

- Receives direction from the Fire Chief.
- Provides technical and functional supervision over fire operation at incident scenes, investigations, inspections and code compliance matters.
- Act as Fire Chief during his/her absence.

Working Conditions

Environmental Conditions:

Office and environment; travel from site to site construction site environment; exposure to hazardous encounters dealing with inspection of buildings that have been damaged by fire, or stored hazardous chemicals; exposure to noise, dust, inclement weather conditions; work at heights or on scaffolding and ladders; work on uneven surfaces; inspect in confined spaces; work around heavy construction equipment and heavy flows of traffic; contact with potentially aggressive violators.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for moderate to heavy lifting and carrying, bending, stooping and climbing, walking and standing for prolonged periods of time; operating motorized vehicles; maintaining physical condition appropriate to the performance of assigned duties as specified by firefighter certification.

Mental Conditions:

Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.