

ASSISTANT FIRE MARSHAL

Position Code: 2201

WC Code: 7710

FLSA Status: Non-Exempt

Pay Grade: 358

Location: Fire

Approval Date: 2023

General Statement of Duties

Performs responsible technical and administrative work in the inspection of residential, commercial and public structures to prevent fires.

Distinguishing Features of the Class

An employee in this class conducts fire inspections to enforce Volume V of the state building code. Work involves performing plan review; checking buildings for fire hazards and code violations and requiring the correction of problems; and preparing and maintaining records. The employee exercises judgment and initiative in interpreting fire code and applying them to specific situations. Work involves extensive public contact and firmness with the work including in inside and outside environments, working at heights in extreme hot and cold weather, loud noise, vibration, moving parts, electrical current, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, and working in close quarters. Work is reviewed through observation and discussion, review of records, and by application of codes and public acceptance.

Duties and Responsibilities

Conducts inspections of new and existing residential, institutional, and commercial structures noting occupancy of the buildings, existence of structural fire hazards, processing and storage of flammable, explosive, and hazardous materials, and adequacy and proper installation of fire exits and sprinkler systems; interprets and applies fire codes.

Reviews site plans, blue prints and specifications for issuing building permits.

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.

Participates in fire training activities; may participate in fire education or fire investigations for related to cause and origin.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the state fire codes and related building codes.

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

Considerable knowledge of the laws and ordinances pertaining to fire prevention and to the construction and occupancy of buildings.

Working knowledge of fire suppression and prevention principles, practices, methods and equipment.

Working knowledge of the hazards common to various types of construction and the storage of flammable and hazardous materials and explosives.

Working knowledge of the principles and practices of fire investigations and fire educational and prevention programs.

Ability to read and interpret building plans, to recognize fire hazards, and to make recommendations for their correction.

Ability to work independently, to observe carefully, and to interpret and enforce codes and ordinances firmly, impartially, and with tact.

Ability to establish and maintain effective working relationships with other employees, contractors, and the public.

Ability to prepare and maintain accurate, clear, and concise records of work activities.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel or operate objects, tools, or controls and talk or hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. 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. Lifts and carries equipment and/or materials (up to 25 pounds) to perform assignments.

Must possess visual acuity to identify various properties in buildings and apply fire code standards, to prepare a variety of records and reports, to compile numbers and statistics, and to use a computer terminal.

Minimum Education and Experience

High School Diploma or GED and training in building construction and/or fire suppression, prevention, or inspection, and five to seven years of related experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Possession of state certifications for enforcement of fire codes at Level III or ability to obtain within 4 years.

Possession of North Carolina certification of arson investigation or ability to obtain within 5 years of employment.