

DEPUTY FIRE MARSHAL

Position Code: 2201

WC Code: 7710

FLSA Status: Non-Exempt

Pay Grade: 360

Location: Fire

Approval Date: 2023

General Statement of Duties

The Deputy Fire Marshal, under occasional supervision, performs technical and specialized inspections examining various occupancies to ensure compliance with the state and local fire codes. Assists in coordinating training and other activities of Mooresville Fire - Rescue. Assists with supervising and coordinating the activities of the Fire Marshals' Office. Provides highly responsible and complex administrative support to the Fire Marshal. Acts as Fire Marshal during his/her absence. Actively participates in firefighting, fire/explosion investigation, incident management, emergency management and code enforcement.

Distinguishing Features of the Class

An employee in this class performs varied task including but not limited to: Enforcement of the North Carolina Fire Code, Town Ordinances and National Fire Codes by conducting Fire Inspections, Fire Investigations, Fire Prevention Education Programs and Plans Review to assure code compliance. Working includes participating in inspections of commercial structures, including but not limited to: business offices, mercantile establishments, assembly occupancies, education facilities, storage facilities, etc. An employee in this position will also conduct plans review of proposed building to assure code compliance. Conducting fire investigations to ascertain origin and cause to determine if criminal actions may have contributed to the fire.

Considerable public contact requires that the employee exhibit tact and diplomacy in seeking compliance with fire codes, local ordinances and national codes. The work conducting by the person in this position includes working inside and outside exposed to atmospheric conditions, electrical current, moving mechanical parts, blood borne pathogens, high places, close quarters, etc. Work is performed under direct supervision of the Fire Marshal and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness or work performed.

Duties and Responsibilities

Conducts fire and life safety inspections of businesses, commercial and industrial occupancies, schools, day care facilities and places of public assembly for compliance with state and local fire prevention codes.

Issues special and annual use permits as required by state and local fire prevention codes.

Performs follow-up inspections to ensure deficient conditions are corrected.

Reviews construction plans for new buildings and/or renovations to existing buildings for compliance with fire prevention codes.

Reviews plans for installation of fire protection systems.

Conducts fire investigations to determine the origin and cause.

Participates in the development and implementation of departmental initiatives.

Plans, coordinates and reviews the work plan of subordinate co-workers. Evaluate work products, methods and procedures; meet with subordinate co-workers to identify and resolve issues.

Participates in the development and administration of the department's annual budget.

Participates in the forecast of funds needed for staffing, equipment, materials and supplies.

Assist in coordinating and monitoring daily activities, ensuring adequate staff training and adherence to policies and procedures, conducting performance reviews, and making hiring, termination, and disciplinary recommendations.

Provides technical plan review by ensuring new construction and existing buildings meet fire code requirements, reviewing plans for alarm, sprinkler, and fire extinguishing systems, and issuing permits for fire protection systems.

Performs inspections of buildings and equipment according to established codes and policies and approves applications for permits.

Conducts acceptance testing on fire protection systems to verify performance per applicable code.

Directs fire investigations by collecting evidence and witness statements, creating drawings of fire scene, coordinating with various state, local, and federal agencies if fire is determined incendiary, and provides courtroom testimony if necessary.

Ensures that adequate training and resources are available to support the program for the purpose of fire cause determination as required by General Statutes.

Coordinates dissemination of new construction and development information to Mooresville Fire - Rescue for pre-fire and emergency response planning.

Provides direction for fire prevention activities.

Maintains discipline and division standards as necessary for an efficient and professional operation of the division.

Recommends and implements disciplinary procedures as required.

Ensures that assigned personnel maintain required certifications.

Performs the duties of the Fire Marshal in his absence.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Prepares and teaches fire and life safety education classes for various organizations as requested.

Participates in an On-Call rotation which allows for 24 hour response throughout the Town for fire investigation services, code enforcement and emergency management response.

Functions in accordance with Town of Mooresville's Emergency Operations Plan and assumes assigned tasks related to Emergency Management.

Performs other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of the North Carolina Fire Code, Local Ordinances, National 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, construction and occupancy of buildings.

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

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

Working knowledge of the principles and practices of fire investigations.

Working knowledge of the principles and practices of fire prevention and education programs.

Ability to read and interpret building plans, recognize fire hazards, and the make recommendations for the corrections.

Ability to work independently, to observe carefully, to interpret and enforce the North Carolina Fire Code, Local Ordinances, and National Fire Codes 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.

Knowledge of North Carolina labor laws concerning the management of employees.

Physical Requirements

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

Perform light work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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

Requires a bachelor's degree from an accredited university in Fire Science or Emergency Preparedness Technology including Arson Investigation, and five (5) years of experience as a fire investigator, and experience as a firefighter; or equivalent combination of education and experience.

Special Requirements

Possession of North Carolina Fire Inspector Level III.

Possession of North Carolina certification of arson investigation or ability to obtain within 3 years of employment.

Possession of North Carolina Firefighter II.

Shall possess a valid North Carolina Class C driver's license.