

# FIRE MARSHAL

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Position Code: 2600

WC Code: 7710

FLSA Status: Exempt

Pay Grade: 363

Location: Fire

Approval Date: 2023

## **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.

## **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. 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, schools, and 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 judgment 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, inspections, and investigation work including working in both inside and outside 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**

Supervises and participates in conducting 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; 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; oversees inspection program and reviews reports of inspections to insure proper administration; inspects

contractor's plans to ensure compliance to fire code; reviews site plans for proper planning and construction.

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

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.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, 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 Code, NFPA Standards and Town Ordinances related to fire prevention.

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

Considerable knowledge of the laws and regulations covering 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 programming and skill in training and public presentations.

Working 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.

## **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 the visual acuity to operate trucks and other equipment, to observe the color, volume, and extent of fire involvement, and to prepare manual and computerized records.

## **Minimum Education and Experience**

Bachelor's degree in fire science and five to seven years of experience in fire science and/or fire inspections; or an equivalent combination of education and experience.

## **Special Requirements**

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

Possession of North Carolina Certification of Arson Investigation within 18 months of employment.

Possession of a valid North Carolina Driver's License.