

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position / Rank: Deputy Fire Marshal
Reports To: Battalion Chief / Fire Marshal
Supervises: Supervisory

FLSA: Non-Exempt
Status: Full-Time

Primary Function

The Deputy Fire Marshal (DFM) is responsible for performing the outlined duties and responsibilities of this job description. These include the supervising of staff assigned to the Fire and Life Safety Division (FLS) who are responsible for technical inspections, plan reviews of buildings, facilities, and grounds to determine conformance with the requisite fire and building codes / regulations. The DFM assists in identifying hazards, providing interpretation of code issues, creating adequate and accurate documentation of findings and seeking appropriate actions to abate hazards. The DFM shall provide technical input and analysis for code development and code interpretation. The DFM investigates fires occurring throughout the fire district and as assigned determining the origin and cause of fires and explosions. The DFM investigates instances of arson and prepares reports and documentation for court use in the prosecution of arsonists. Employees in this class will, on occasion, be required to work evenings or weekends for special events and may be subject to stand-by and on-call hours. The DFM supervises Fire Inspectors assigned to FLS. The DFM performs administrative duties as assigned and receives general supervision from the Fire Marshal, who reviews and evaluates all work output annually.

Principle Duties and Responsibilities

Work is performed with considerable initiative and independence which requires the application of technical knowledge. The DFM may be required to conduct inspections, plan reviews and fire investigation work during days, evenings or weekends for prevention and investigation related activities; work schedules and locations are subject to change based on district needs. Additionally, the DFM shall be required to perform the following duties and responsibilities commensurate with this classification and any other duties so directed by the Fire Marshal:

- Fulfills duties of Fire Marshal as assigned
- Assists Fire Marshal in the management of the Fire and Life Safety Division through fire service administration and leadership
- Manages performance and duties of fire inspectors, plan reviewers and administrative staff assigned to FLS
- Demonstrates an ability to proficiently use Microsoft Word, Excel, Access and PowerPoint programs and the GRFD Intranet.
- Demonstrates a working knowledge of applicable GRFD SOG's
- Generates written correspondence related to the issuance of appeals, given a request for an appeal, so that the resulting document clearly addresses the issue and is appropriate for the intended audience.
- Facilitates code adoption and modification processes, given fire loss data and a demonstrated need or deficiency, so that the modification is written to address the identified need or deficiency.
- Evaluates the impact of proposed codes, ordinances, and other legislation, given draft documents, so that the impact of the proposal on fire safety and code enforcement activities is documented.
- Develops policies and procedures for the administration of inspection functions, given management objectives, so that the policies are in accordance with the legal obligations of the jurisdiction.
- Proposes technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code related issues, so that resources matching specific needs are acquired.
- Enforces permit regulations, given a permit application, or report of a violation and applicable codes and standards and policies of the jurisdiction, so that enforcement actions are taken in accordance with the applicable codes and standards and the policies of the jurisdiction and the violation is mitigated.

- Initiates legal action related to a fire code violation, given a description of a violation and a legal opinion, so that the action taken is in accordance with the policies of the jurisdiction and due process of law is followed.
- Recommends a program budget, given organizational goals and needs, budget guidelines, and organizational needs, so that overall program needs are addressed.
- Evaluates inspection reports and completed forms and checklists, given applicable codes, standards, policies, and procedures of the jurisdiction, so that the information is correct, clear, and concise.
- Assesses alternative methods to adjust occupant loads, given a description of an area, building, or portion of a building and its intended use, so that the occupant load is in accordance with applicable codes and standards.
- Evaluates corrective measures, given a list of means of egress deficiencies in a building and the proposed correction, so that each deficiency and its proposed correction are evaluated for compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Evaluates the construction type required for an addition or remodeling project, given a description of the building and its use, so that the construction type is evaluated based on applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Evaluates alternative protection measures of equipment, operations, and processes, given deficiencies noted during a field inspection of a facility and proposed alternative methods, so that the equipment, process, or operation is provided with a level of protection that is in compliance with the intent of applicable codes and standards.
- Evaluates fire protection plans and practices, given a field report describing a facility housing a complex process or operation, so that the fire growth potential for all areas is determined and the level of protection is appropriate to the hazard and in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Recommends criteria for the development of emergency planning and procedures, given a description of a building and its use, so that plans and procedures are in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Evaluate compliance alternatives for the storage, handling, and use of hazardous materials, given field inspection reports and proposed compliance alternatives, so that the hazardous materials are provided with a level of safety that is in accordance with the intent of applicable codes and standards and the policies of the jurisdiction.
- Evaluates compliance alternatives for the storage, handling, and use of flammable or combustible liquids and gases, given field inspection reports and proposed compliance alternatives, so that the storage, handling, and use is provided with a level of safety that is in accordance with the intent of applicable codes and standards and the policies of the jurisdiction.
- Witnesses an acceptance test for an integrated fire protection system, given approved shop drawings, test protocols, and an installed system, so that system performance can be evaluated for compliance, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Develops emergency access criteria, given the jurisdiction's emergency fire apparatus and fire suppression practices, so that fire suppression services can be delivered in accordance with the policies of the jurisdiction.
- Evaluates compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents, and the operations and maintenance manual that accompanies the design and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Classifies the occupancy, given a set of plans, specifications, and a description of a building, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction.

- Computes the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Reviews the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Reviews the installation of fire protection systems, given an installed system, shop drawings, and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Verifies that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.
- Verifies the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.
- Demonstrates knowledge of presenting a fire safety information to station visitors or small groups, given prepared materials, so that all information is presented, the information is accurate, and questions are answered or referred in each of the following areas:
Stop, Drop, and Roll; Crawl Low; Escape Planning; Alert Others in Emergency; Accessing 911 Systems; and Placing, Testing, and Maintaining Smoke Alarms.
- Participates in various building, planning and zoning construction meetings
- Works extensively with local and county building officials concerning construction activities, complaints and code enforcement issues
- Works extensively with area water purveyors concerning water supplies, fire hydrants and fire flows
- Resolves code compliance issues with property owners within scope of knowledge and authority of this position
- Responds to complaints regarding fire code violations and fire hazards
- Participates in the inspection of fire hydrants and fire protection/detection systems
- Issues warnings, stop work orders and citations for fire code violations
- Responds to incidents involving hazardous materials spills and releases as assigned
- Investigates incidents of fires and explosions as assigned
- Processes fire scenes through photographs, interviewing witnesses/suspects, collecting evidence, and preparing detailed and accurate reports for presentation in court
- Testifies in criminal and civil courts as to findings from fire investigations and fire inspections
- Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions, as directed
- Participates in emergency management and response planning
- Participates in hazard assessment planning
- Instructs classes in assigned subject areas
- Maintains a variety of data and records regarding fire code plan review fire inspection, investigation, and prevention activities
- Prepares reports and documentation of individual activities and maintains appropriate files
- Maintains positive working relationship with stakeholders in performance of assigned duties
- Participates in various training activities maintaining skill set levels

Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with all GRFD shareholders including property and business owners, coworkers, government officials and the general public.
- Knowledge and ability to recognize and document violations of applicable laws, ordinances, and fire codes and communicates with those in violation for resolutions to abate the citations.
- Knowledge and ability to inspect fire alarm systems with audible and visual warning signals.
- Ability to distinguish colors to read hazardous materials fire diamonds (704M) and to examine electrical or alarm panel wiring and panel status indicators.
- Knowledge and ability to inspect a variety of fire protection systems determining their state of readiness and compliance to code.
- Knowledge and ability to operate a variety of standard office equipment such as a personal computer (PC), portable laptops or iPad type devices, copy/facsimile machine, telecommunications equipment, and cameras.
- Ability to organize and integrate comprehensive fire inspection and code enforcement programs.
- Maintains knowledge of current methods of building construction and structural design concepts.
- Ability to prepare clear and concise documents, reports, correspondence, and presentations.
- Conducts analyses and make accurate recommendations based on study findings.
- Computer skills including: Microsoft Office – Excel, Word, Outlook, Access (Basic), and Internet.
- Ability to read, interpret and make recommendations from building plans and drawings.
- Exercises sound independent judgment within departmental guidelines.
- Learns and applies the geography of the fire district.
- Learns and abides by rules, regulations, and policies of the fire district.
- Knowledge of customer service practices, telephone etiquette, and basic data entry.
- Ability to understand fire behaviors and life safety principles.
- Ability to detect fire hazards and unsafe conditions and practices.
- Ability to understand modern firefighting procedures and methods.
- Ability to read and understand technical fire codes, regulations, blue prints and standards.
- Ability to read / understand data relating to electrical, mechanical, plumbing, and structural codes.
- Ability to understand/inspect building construction, fire protection, and life safety systems.
- Ability to prioritize work assignments and manage time efficiently and effectively.
- Ability to climb ladders and access confined spaces (attics, crawl spaces, etc.).

Minimum Qualifications:

- Bachelor's Degree in Fire Science or related field from an accredited college or university
- Five years of progressive work experience in fire prevention / inspection/ plan review or related field,
OR
- Any equivalent combination of education and experience approved by Human Resources

Preferred Qualifications:

- Master's Degree in Fire Science, Business Administration or related field is highly desirable
- Ten years of progressive work experience in fire prevention / inspection or related field
- Certification as Fire Marshal or Fire Inspector through a professional organization
- Certified Arizona State Fire Inspector II
- ICC Certified Fire Inspector II
- ICC Certified as Plan Reviewer
- IAAI or NAFI Certified Fire Investigator
- Leadership I, II, III, or equivalent
- NIMS compliant
- Must possess and maintain a valid Arizona Driver License with good driving record



GOLDER RANCH FIRE DISTRICT

Physical Requirements/Working Conditions

Job Title: Deputy Fire Marshal

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand		X		
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture			X	
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing		X		
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations			X	
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		

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Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes			X	
	Subject to outside environmental conditions – no effective protection from weather			X	
	Activities occur inside and outside				X
	Subject to extreme cold (typically below 32°)		X		
Atmospheric Conditions	Subject to extreme heat (typically above 100°)			X	
	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator		X		
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X		
	Working on scaffolding and high places		X		
	Exposure to chemicals		X		
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		X		
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients		X		

Physical Requirements Checklist

- SEDENTARY**
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
 - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
 - 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.
- HEAVY**
 - 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.
- VERY HEAVY**
 - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date

Date of Origin: 08/12/2008
Revision Date: 03/07/2014