



JOB DESCRIPTION

TITLE: Fire Marshal
DEPARTMENT: Fire
GRADE: G17
FLSA: Non-Exempt
EEO DESIGNATION: Municipal Employee
REVISION DATE: 04/27/2017

POSITION SUMMARY

The Fire Marshal works under the direction of the Fire Chief; performs a variety of technical and administrative work related to fire inspection and prevention.

ESSENTIAL FUNCTIONS:

- Reviews and approves site and building plans (commercial and residential) to assure compliance with all relevant codes and standards.
- Coordinates plan reviews with building personnel to determine if review is needed
- Reviews and approves fire suppression, fire alarm and detection, life-safety system, electrical and mechanical system plans.
- Schedules and conducts field inspections for all types of structures and remodels.
- Inspects fire sprinkler systems, fire alarm systems, fixed fire extinguishing systems, engineered smoke management systems, and other elements of fire prevention or protection systems.
- Provides support and training to field combat Fire Department personnel to ensure that standard inspection procedures are implemented and followed.
- Responds to and investigates potential code violations.
- Meets with owners or tenants to review and explain code requirements.
- Issues warnings, correction notices or citations in order to secure code compliance.
- Establishes and maintains comprehensive records of all business transacted, such as complaints, inspections, investigations, notices served, and permit written.
- Testifies and presents evident in court and or administrative hearings.
- Recommends and develops proposed fire prevention policies, procedures and codes.
- Coordinates activities with other City departments including local, county, state, and federal agencies as appropriate.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with an associate's degree or higher in fire science or related field and five (5) years of related experience, or any equivalent combination of related education and experience.
- Must possess current Fire Inspector I certification; Fire Code certified (ICC or NFPA).
- Must possess a valid state driver's license and positive record; (Driving records will be checked in all 50 states).



JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of goals and objectives of a fire control program; knowledge of effective fire prevention and suppression techniques and methods; knowledge of effective operation of policies and procedures, building, fire, and electrical codes.
2. Skill in word processing, spreadsheets, presentation software, office machine usage and the operation of computers.
3. Ability to exercise sound judgment in evaluating situations and in making decisions; ability to communicate effectively, both orally and in writing.
4. Ability to establish and maintain effective working relationships with contractors, business owners, and citizens on all fire inspection and prevention related issues.
5. Ability to accurately interpret related building, fire, and electrical codes.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands of this position and work environment characteristics described are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job.

While performing the duties of this job, the employee is frequently required to lift or carry weight or exert forces of 25-50 pounds, stand, walk on even and uneven/rough ground and surfaces, twist or turn, reach objects from waist to shoulder and hold/grasp firefighting tools and appliances. The employee is occasionally required to lift or carry weight or exert forces of 50-100 pounds, run, sit, drive, balance, work at heights, climb stairs or ladders, bend/stoop, crouch/squat, crawl, kneel, work in awkward positions, reach from shoulder height to overhead, reach from waist to floor, have good extension and flexion, finger feel and operate foot controls.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including bodily fluids, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemical, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office setting and loud at emergency scene.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job



JOB DESCRIPTION

description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.