

FIRE MARSHAL, ASSISTANT

JOB PURPOSE AND SUMMARY

The Assistant Fire Marshal (AFM) serves as the technical assistant to the Fire Marshal, interpreting and enforcing the provisions of the international and local county fire codes. Performs a variety of administrative, technical and supervisory work related to fire inspection, prevention and fire plan reviews, as well as supervises staff.

CLASSIFICATION DISTINCTIONS

The Assistant Fire Marshal classification is distinguished from the Fire Inspector and Deputy Fire Marshal job families by the advanced work performed. The incumbent organizes and coordinates the day-to-day activities of all personnel and helps oversee programs within the Fire Marshal's Office.

The position is supervisory and independent in nature and requires a strong technical grasp of all aspects of fire prevention, fire systems, and fire code. The position requires the ability to provide technical assistance to internal and external stakeholders.

Work is performed under the general supervision of the Fire Marshal and is reviewed through periodic conferences, reports, and through the adequacy and accuracy of the resultant records, reports, and functions.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Assists in planning, developing, and implementing strategies and programs to accomplish department goals, priorities and objectives.
- Assists in supervising staff by assigning and monitoring work, evaluating performance, providing staff training and cross-training. Participate in recommending the appointment of personnel.
- Assists with; developing, interpreting, monitoring, adjusting and implementing policies and procedures; managing daily operations; and serving as administrative advisor to the Fire Marshal.
- Represents the department at various events such as: meetings, hearings, training, and ensures that department goals, views and positions are presented.
- Coordinates activities with community groups; explains and promotes programs to the general public and other internal and external stakeholders. .
- Assist with evaluating department program(s); analyzes overall workload; ensures that activities are goal directed by prioritizing work assignments and adjusting resource allocation; and determines the need for additional resources or contract services.

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- Coordinate and review the program work plan: meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures.
- Assist in budget development and coordination; prepare cost estimates for budget recommendations; submit justifications for budget items; assist with monitor and control of expenditures.
- Assist with the adoption and enforcement of fire codes, ordinances, and standards including recommendations and implementation of code updates.
- Train and provide technical support for to the fire investigators when conducting origin and cause fire investigations and for follow-up investigation as needed for those fires which are determined to have other than an accidental or providential cause.
- Maintains a current knowledge (and/or certifications) of changes in applicable codes, laws, ordinances, and standards.
- Assume responsibility for the administration of the division in the absence of the Fire Marshal.
- Perform other related job functions as required or assigned.

QUALIFICATIONS

Four (4) year degree with major coursework in fire science or administration, law enforcement, business, or public administration, or related field.

- AND -

Five (5) years' experience in code administration or enforcement including at least three (3) years of supervisory experience.

- OR -

Any equivalent combination (8 years) of relevant education, training, and experience which would demonstrate an ability to perform the duties of this classification.

-AND-

Possess a Fire Inspector II certification from ICC.

-AND-

Possess a Fire Plans Examiner certification from ICC.

-AND-Possess a Fire Investigator certification from NAFI, IAAI, IFSAC, or other approved organization.

-AND-

Possession of a valid Washington State motor vehicle operator's license.

Knowledge of: principles and practices of administration, management, budgeting and evaluation methods to effectively accomplish program goals, fire prevention laws, codes and standards; practices of modern fire scene examination and criminal investigations; law enforcement techniques; building construction, design, and materials to identify fire hazards and determine corrective actions.

Ability to: effectively plan, lead, direct, supervise and evaluate the activities of land development, fire and life safety inspection, fire investigation, and building and fire system inspection personnel; analyze situations, research information, make observations, seek clarification, and make appropriate recommendations; provide interpretation and implementation of adopted codes and standards; exercise independent judgment, discretion and initiative; express oneself clearly and concisely, both orally and in writing; carry out written and oral instructions; enforce laws, ordinances, codes and regulations with firmness, tact and impartiality; recognize and define fire hazards or conditions which do not meet the conditions of the applicable code or standard and to recommend effective remedial measures; establish and maintain effective working relationships with staff; public and private officials; developers; representatives of city, county and other governmental agencies; community groups; the general public and the news media; plan and coordinate the work of technical and professional personnel in a manner conducive to full performance and high morale; effectively train staff in origin and cause fire investigation and plan review for building, fire protection systems, special systems or uses and land use applications for compliance with applicable fire codes, ordinances, standards, etc. And prepare and present fire prevention, educational and informational programs to targeted audiences of varying ages and interests. Advance Department initiatives, implement organizational changes and resolutions to conflict.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in an office setting, but this incumbent may be required to work in an outside setting while providing inspection and fire investigation training

There is occasional exposure to noise, dust, temperature extremes, dangerous equipment, chemicals, noxious odors/fumes, threat to personal safety and risk of bodily harm or injury during fires and subsequent investigations.

Moderate walking, driving and sitting are essential requirements. It is not unusual to stand for 16 to 20 hours at a fire site during investigation. Walking across uneven surfaces, climbing stairs

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and ladders and lifting are common during subsequent investigation. Moderate stamina is essential.

Sensory activities, i.e., seeing, reading, speaking and hearing are heavy and essential requirements.

Handwriting and typing/keyboard are also heavy and essential requirements for notes, reports and presentations. Manual dexterity is moderate but essential, especially during investigations.

Pre-employment Requirements: The candidate must complete and pass a background check and fingerprinting.

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