

# Drexel Heights Fire District

## Job Description

**Job Title:** Fire Marshal  
**Department:** Administration  
**FLSA:** Exempt

**Position Code:** 140  
**Step Range:** 54-62  
**Date:** Sept. 1, 2014

### **General Description**

Is under the general supervision of and reports to the Fire Chief. Performs such supervisory and management functions to include but not limited to planning, scheduling, training and instructing personnel within the scope of his/her authority. Performs and is responsible for all fire prevention, public education programs, plan reviews, fire investigations and inspectional services.

### **Supervision Received**

Works under the supervision of the Fire Chief or his designee.

### **Supervision Exercised**

Supervises other fire prevention personnel to include Fire Prevention Specialists and Fire Investigators, Operations personnel who may assist with Fire Prevention or Public Education activities and Public Education volunteers.

### **Essential Duties and Responsibilities**

1. Manage and perform necessary procedures and/or steps with the regular inspection program.
2. Insures that all existing buildings are inspected for code violations, housekeeping and hazardous storage compliance.
3. Schedule inspections of assemblies that are not open during normal business hours for compliance with fire codes.
4. Schedule, supervise and evaluate all inspectors.
5. Prepares notices for violators of the codes adopted by the District.
6. Insure the preparation of billing for plan reviews and related issues.
7. Develop and maintain the filing system for properties and inspections in the District.
8. Work in conjunction with other employees and volunteers in the overseeing of the day-to-day operations of the Division.
9. Review codes and regulations and recommend revisions or changes to the Fire Chief.
10. Develop with subordinates all necessary records and reports.
11. Develop inspection procedures along with training and guidelines for inspection personnel.
12. The Fire Marshal may be required to perform other functions or assignments as directed by the Fire Chief.

13. Manage grant programs received under the Community Development Block Grant program for hydrant installations and family safety in the District.
14. Supervise and coordinate the review of plans for new and existing construction including site plans and water plans.
15. Respond to technical and difficult inquiries regarding areas of responsibility received by mail, in person or by telephone.
16. Explain, interpret and provide guidance regarding all applicable codes to architects, engineers, contractors, developers and other interested parties.
17. Resolve complex and sensitive customer service issues, either personally, by telephone, or in writing. Maintain records concerning complaints or other customer service issues.
18. Develop personal performance appraisals of affiliated personnel.
19. Conduct and/or coordinate the investigations of fires occurring in the District.
20. Respond to complaints regarding code violations and/or fire hazards.
21. Review all fire protection plans submitted during the development process. These plans could include fire detection, fire sprinkler, water distribution and structural construction.

The above listed examples of work are not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

### **Knowledge, Skills and Abilities**

1. Ability to think logically and quickly during an emergency.
2. Ability to listen to and apply information and instructions.
3. Ability to read and comprehend technically written materials and manuals.
4. Knowledge of controlling laws and ordinances affecting the District.
5. Thorough knowledge of the geography of the District.
6. Ability to direct and supervise others.
7. Ability to deal firmly and courteously with the public.
8. Good judgment and dependability.
9. Ability to write legibly, speak distinctly, and have good hearing.
10. Requires confidentiality and ability to remain calm under stress.
11. Ability to build teams.
12. Ability to maintain and uphold high ethical standards.

### **Minimum Education, Training and Experience Requirements**

1. Any combination of education and experience equivalent to a Bachelors Degree in business or management, fire science or a related field.
2. Minimum of five (5) years of experience in fire prevention, code enforcement or related area.
3. Certification as a Fire Inspector I & II in the State of Arizona.

4. Certified International Fire Code Inspector or equivalent.
5. Thorough knowledge of the International Fire Code and related documents.
6. Certification and experience as a Fire Investigator in the State of Arizona.
7. Must possess or be able to possess a valid Arizona Drivers License.
8. No felony convictions or disqualifying criminal histories within the past ten (10) years.

#### **Preferred Education, Training, Experience and Abilities**

1. Masters Degree in business, management, public administration or related field.
2. Degree in Fire Engineering or related field.
3. Completion of the Executive Fire Officers Program.
4. Ability to communicate both in English and Spanish.

#### **Tools, Equipment and Work Aides Used**

Telephones (including the use of ear pieces), radios, digital cameras, ladders, computer, typewriter, calculator, motor vehicle, copier, fax machine and other typical office equipment.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision required for this job includes close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work performed primarily in an office, vehicles and occasionally in outdoor settings in all weather conditions including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is

exposed to hearing alarms, hazards associated with construction sites and the hazards associated with emergency situations.

The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions with the risk of electric shock and vibration.

**Selection Guidelines**

Formal application and resume, review of education and experience, appropriate testing and interviews, oral interview, background check, drug screen, final selection and complete pre-employment medical exam. The Fire Chief makes this appointment.

**Miscellaneous**

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: /s/ Douglas Chappell Effective Date: Sept. 1, 2014