

FARMINGTON CITY
Job Description

Title: Fire Marshal	Code:
Department: Fire Department	Last Revised: 02/211
Grade: 15	Effective Date: 02/01/2011

GENERAL PURPOSE

Performs a variety of technical fire prevention and investigation duties related to fire safety training and code enforcement as needed to prevent loss of life and property caused by fire or other emergencies.

SUPERVISION RECEIVED

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

SUPERVISION EXCERCISED

May provide close to general supervision of Firefighters and Company Officers during business inspections and or related fire prevention / life safety activities.

ESSENTIAL FUNCTIONS

Promotes and follows the Agency's mission statement, values and expectations. Works closely with Administration management team in meeting the goals and operation of the Agency.

Coordinates departmental fire prevention activities and programs; participates as a member of the department management team; recommends policies, procedures and practices to enhance the effectiveness of the department; manages city-wide inspection and fire investigation functions; may assign personnel inspection duties; instructs personnel in inspection procedures and practices, fire prevention codes and report writing procedures.

Studies and analyzes fire prevention codes and ordinances; identifies weaknesses of the same and recommends changes and improvements to Fire Chief; implements changes and educates personnel on new requirements.

Performs plan reviews for new commercial construction and residential structures when required; examines plans to assure conformity to established state and local fire codes.

Participates in budget planning with the Fire Chief for fire prevention and public education programs to include other projects as assigned.

May conduct fire investigations to determine cause and origin of fires. Supervises all designated investigators within the department when indicated. Ensures applicable resources are utilized during suspicious fire incidents to include established Task Forces and State Fire Marshal' s Office.

May oversee fire company pre-plans and inspection activities.

Responsible for maintaining accurate records of inspections, investigations, public educational activities, pre-plans, plan reviews, juvenile fire setter program and any other related programs.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus two (2) years of specialized training provided through technical college, business college or university studies directly related to the above functions, plus Utah Fire Officer 1 Certification;

And

B. At least 4 years full-time experience with a recognized fire department, fire service district, or related code enforcement group.

Or

C. An equivalent combination of education and experience.

2. Knowledge, skills and abilities:

Principles of leadership and management, modern principles, strategies and tactics of fire department emergency operations. State and City codes, laws, and regulations, and ordinances related to fire investigation methods, arson arrest procedures and code enforcement. Resources available in handling emergency incidents, including Incident Command System procedures.

Ability to create and maintain positive working relationships, communicate effectively orally and in writing. Make decisions under emergency and non-emergency situations. Plan, organize, direct and coordinate the work of lower level staff when indicated. Delegate authority and responsibility when indicated. Maintain physical condition to perform these essential duties.

3. Special Qualifications:

Must possess a valid Utah State Driver's License.

Must be able to pass Utah's adopted Fire Code Certification within (1) year of assignment.

Must be able to obtain Utah Fire Inspector certification (UFRA) within (1) year of assignment.

Must be able to pass Utah State Fire Investigator certification with (2) years of assignment.

4. Work Environment:

Possible unconventional working hours as this is a position where call back may be needed which would require working without sleep for extended periods. Strenuous and moderately heavy physical activity required. May be required to stand, walk, crawl or sit in uncomfortable positions for extended periods of time. Exposure to harsh elements such as cold, dampness, heat from flames and burning materials, toxic fumes, smoke and noise during the course of emergency operations and during fire investigations. Potential exposure to infectious diseases. May be required to pass the Physical Fitness Minimum Standards

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.