

FIRE MARSHAL

General Statement of Duties

Performs complex work as the supervisor responsible and accountable for performing administrative and technical activities of the Fire & Life Safety Division. Manages, schedules, and conducts public fire and life safety education and prevention programs; does related work as required. Responds to fires, hazardous material incidents, and other emergency and non-emergency incidents that pose a threat or hazard to life and/or property for the purpose of providing support.

Distinguishing Features of the Class

It is expected that the fire marshal utilizes his or her position to drive organizational enhancement, adopt advanced technologies, and utilize knowledge, experience and data analysis to make educated decisions to reduce risk for the Town, its citizens, and visitors. An employee in this class directs the tasks associated with the Fire & Life Safety Division to include fire code enforcement and inspections, investigations, public education and plans review. Employee is responsible for the fire & life safety programs to ensure compliance with State and local fire laws, codes, rules, and regulations. Work includes inspecting new and existing buildings and structures for compliance with fire codes and laws relating to fire safety and fire prevention. Work also includes investigation and determination of fire origin and circumstances. This employee performs periodic inspections of all existing buildings for compliance with fire codes and laws; reviews plans and specifications for new construction; and issues orders to correct violations. Considerable independence and judgment are required in all aspects of the work, particularly in fire inspections and investigations. Considerable public contact requires that the employee exhibit tact and diplomacy in seeking compliance with fire laws, codes, rules, and regulations. Work is performed under the general supervision of the Deputy Chief of Support Services through observation, reports, and discussions.

Essential Duties and Illustrative Examples of Work

Supervises Fire Inspector(s) and Fire & Life Safety Educator(s) assigned to the Fire & Life Safety Division.

Supports the department's Fire & Life Safety Educator with coordination and participation in fire and life safety education activities.

Oversees the department's fire inspection program for the Town of Kernersville, ETJ and applicable contract areas.

Reviews plans, issues permits, and performs applicable inspections in accordance with applicable codes, ordinances and statutes.

Inspects and ensures proper operation of fire protection systems for newly built or renovated structures.

Issues citations for Fire Code non-compliance as needed.

Maintains a professional and productive working relationship with all town departments.

Works closely with the Community Development Department, Police Department, Public Services Department and IT Department.

Serves as the representative to the Town's Development Review Committee (DRC) to ensure proposed projects comply with the NC Fire Code and local ordinances.

Works closely with area water utilities departments to coordinate the location, installation and repair of public and private fire hydrants.

Maintains a professional and productive working relationship with other local, state and federal agencies.

Attends meetings and interacts with surrounding departments, community groups and other functions as assigned.

Works with civic organizations and represents the Fire Rescue Department as a committee or board member when needed.

Works with other area Fire Marshals to collaborate and strive for consistency across agencies where possible.

Coordinates and conducts fire investigations to determine criminal intent, cause and origin, interviewing witnesses, providing evidence and testimony as required.

Works closely with the Kernersville Police Department on education and coordination of fire investigations.

Oversees and coordinates, with Fire & Life Safety Division and Operations Branch staff, the departments pre-incident planning program.

Oversees and coordinates, with Fire & Life Safety Division and Operations Branch staff, the departments hydrant inventory, inspection, and repair reporting program.

Prepares reports, maintains records and documents situations as required.

Prepares and maintains Fire & Life Safety Division budget

Assists with information and reports for accreditation, ISO, RMS, and data related to reporting all required documentation to outside interests.

Participates in departmental and Town-wide programs to establish and maintain strength, endurance, and general wellness.

Manages special projects and technical areas of responsibility as well as oversight and participating in work groups and committees as required.

Serves as a member of the Command Staff and assisting with the general direction, goal-setting, and focus of the KFRD with regards to fire & life safety as well as other areas.

Rotates after hour "on-call duties" with other personnel to perform investigations, inspections and provide 24-hour coverage for the Fire & Life Safety Division.

Coordinates and approves applications for Fire Inspector exams, maintains their re-certifications and provides state approved continuing education.

Attends technical training for continuing education and updates on fire prevention, investigations, standards, state and federal requirements and general code enforcement techniques.

Researches codes and other regulations as required ensuring proper compliance.

Evaluates, recommends and implements quality assurance methods for fire inspection, fire investigation and fire & life safety education programs.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

Considerable knowledge of the fire prevention and building codes sufficient to meet the special requirements and perform the assigned work.

Considerable knowledge of the types of industrial and commercial operations in the Town and any related potential hazards.

Considerable knowledge of the methods and techniques for forensic data collection and arson investigation.

Considerable knowledge of NFPA standards and town ordinances relating to fire & life safety.

Considerable knowledge of the methods of readily ascertaining the presence of existing or potential fire hazards.

Considerable knowledge of the laws and regulations covering fire & life safety.

Considerable knowledge of the sources and use of information about current fire prevention, and skill in their teaching and application.

Considerable knowledge of fire equipment operation and maintenance, and skill in its operation.

Ability to enforce codes and laws with firmness and fairness.

Ability to effectively supervise and evaluate the work of personnel, and to plan, assign, and coordinate activities performed by personnel.

Ability to establish and maintain good working relationships with other employees, business and civic leaders, and the general public.

Ability to communicate effectively orally and in writing.

Ability to read and understand technical materials.

Ability to understand and follow oral and written instructions.

Ability to produce accurate reports and written documentation.

Ability to work independently to research information needed to resolve unusual or difficult problems.

Ability to remain in control and make sound decisions during high stress situations.

Ability to effectively prioritize tasks, delegate, and effectively coordinate many tasks seemingly simultaneously.

Ability to support the values and goals of the department.

Working Conditions and Physical Requirements

Worker is exposed to the hazards of public safety and emergency services with significant risk of injury or loss of life being present in the work. Risks can be partially controlled by the use of significant safety precautions. In addition, actions can result in significant risk to others.

Worker may have contact with potentially infectious bodily fluids.

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light to medium work, which includes exerting up to 35 lbs. of force occasionally and/or 10 lbs. frequently to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to operate assigned vehicle and equipment.

Must possess the visual acuity to perform analyze data, perform computer work, and read extensively in addition to operating equipment.

Desirable Education and Experience

Associates of Applied Science degree in Fire Protection Technology or related discipline or an equivalent combination of education and experience; minimum of four (4) years in fire inspection activities, two (2) of which must be at NC Fire Prevention Inspector Level III.

Special Requirements

Fire Prevention Inspector Level III

North Carolina Code Enforcement Officer Continuing Education Instructor Qualification

NC or IAAI Certified Fire Investigator

NIMS 100, NIMS 200, NIMS 700, NIMS 800

Additional Qualifications - (Must be obtained within approved timeframe and maintained)

NC Fire & Life Safety Educator III

Public Information Officer Certification

National Child Safety Seat Certification

NIMS 300

Fair Labor Standards Act (FLSA) Status

Exempt