

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FIRE MARSHAL
DEPARTMENT: FIRE
REPORTS TO: DEPUTY FIRE CHIEF

JOB CODE: 3142
DATE: 01/16

JOB SUMMARY:

Supervises the general activities of the Fire Prevention Bureau, and performs work inspecting buildings, storage sites, and other installations for compliance with local, state and federal fire prevention laws, ordinances, and codes aimed at improving and maintaining public safety and security through inspections and fire prevention programs.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Confers with superiors to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Assists in budget preparation, purchasing and varied administrative functions of fire prevention services.

Supervises, guides and instructs subordinate employees. Submits budget requests for fire prevention materials and equipment.

Conducts the investigations of all types of fires as well as all investigations and, determines the cause and origin of fires; collects and preserves evidence. Interview witnesses and questions suspects; submits reports to insurance agencies, law enforcement offices.

Coordinates of the Department's field inspection program under oversight of the Deputy Fire Chief. May conduct inspections to ensure all buildings are constructed safely and contain appropriate fire safeguards and to assist field units in the inspection program.

Supervises, guides and instructs fire department personnel in how to conduct fire investigations and life safety complaints.

Coordinates the department's public education and media relations programs.

Investigates code violation complaints such as building over occupancy, burning violations, and improper storage of hazardous materials.

Provides consultative services for plan review for new and remodeled construction; makes recommendations for needed modifications and changes in existing building codes.

Maintains records and completes reports on fire prevention and investigation activities; compiles statistics on fire losses and deaths; may investigate false alarms.

Performs routine surveys of water systems for fire protection services and proper operation of sprinkler systems in public and private buildings; inspects and approves all fire inspection equipment.

Acts as Liaison to other City departments to provide advice and input on codes, engineering, public works, etc.

Develops pre-fire plans and coordinates plans with Emergency Management, emergency medical personnel, and law enforcement personnel.

May maintain Hazardous Chemical information for the department; keeps track of the chemicals brought in to the area and how to contain them in the event of a spill or leak.

May provide expert testimony in court as to the origin of fires during arson trials.

Assists in a research and advisory capacity regarding fire protection and investigation; provides technical reports and assistance to the department on these issues; provides official interpretation of the fire codes.

May issue applicable permits and licenses.

Plans, conducts, and oversees public safety programs; speaks to various groups about fire prevention.

Instructs fire department personnel on inspection techniques, preservation of arson evidence, and fire safety standards.

Responds to and may assist at Fire, Rescue or Hazardous Materials emergencies.

May serve as a member of a specialized team.

Operates a variety of office equipment, computer programs and communications equipment.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Fire & Emergency Equipment
Codes and Standards
Tools and Equipment

Medical, Rescue, and Hazard Mitigation Vehicles
General Business Equipment
Fire Investigation and Instructional Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Education, Fire Engineering, Fire Science, Public Administration, Emergency Medicine, or Management and, five years of experience in the area of fire suppression, extinguishment or prevention, or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

New Hampshire Firefighter II
Valid New Hampshire Driver's License
NREMT or above
New Hampshire EMS Providers License
Fire and Emergency Services Instructor I (desirable)
Certified Fire Inspector (desirable)
Certified Fire Investigator (desirable)

Hazardous Materials - Operations
Hazardous Materials Decontamination
Fire Officer II (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Understand and follow departmental policies, rules and instructions.

Techniques of fire safety and prevention to include inspection methods, construction and occupancy of buildings, fire hazards, and methods of eliminating hazardous conditions.

Understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Read and interpret documents such as codes, standards, building plans, safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Applicable state, federal, and local laws, rules, regulations, and ordinances.

Record keeping, report preparation, filing methods and records management techniques.

Basic budgetary principles and practices.

Principles and practices of fire safety and inspection.

Principles and practices of fire investigation, interviewing and evidence collection.

Principles and practices of modern firefighting techniques and equipment.

Principles and practices of modern emergency medical techniques and equipment.

Enforce laws and regulations firmly and impartially.

Standard business arithmetic, including percentages and decimals.

Speak effectively before groups of employees and public groups and respond to questions.

Write technical reports, correspondence, procedure manuals.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Communicating clearly and effectively.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities to:

Understand and follow departmental policies, rules and instructions.

Analyze situations and to take effective courses of action.

Understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Solve practical problems and deal with a variety of discrete variables in situations where only limited standardization exists.

Remain calm, maintain control, and make logical decisions in applying firefighting principles while directing emergency situations.

Handle irate people when necessary.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell, and lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to flames, smoke, extreme hot or cold conditions, work near moving mechanical parts, work in high precarious places, hazardous materials, and risk of electrical shock, highly contagious and/or infectious diseases through close contact with patients and/or contaminated body fluids, and exposure to violent and uncontrollable individuals.

Working time may occasionally require irregular hours and shift times.

Incumbent's working conditions are typically quiet but may become very loud responding to emergency calls and at the scene of a fire or other emergency.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.