



DEPUTY FIRE MARSHAL

Department: Emergency Management
Job Class #: 688300
Pay Range: Professional 07

FLSA: Non-exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This is highly responsible and technical fire investigation and fire inspection work performed for Pierce County. An employee in this classification is responsible for independently investigating, gathering, and analyzing evidence to determine probable cause of fires, and for serving as an expert witness in related legal proceedings and conducting all types of fire inspections. An incumbent works closely with employees of Pierce County Sheriff and County fire departments in investigation activities.

ESSENTIAL FUNCTIONS:

- Investigate, gather facts, and determine origin and probable cause of fires. Typical fire investigation activities include investigating cases when (1) arson or criminal negligence is suspected; (2) fire results in serious injury or death; (3) fire takes place in commercial establishment or public building.
- Maintain confidentiality in all areas of investigation and report writing.
- Prepare detailed reports and records of all activities.
- Establish fire zones and coordinate security of fire scenes; perform liaison activities for various agencies having an interest in the results of investigative activities.
- Conduct on-site inspections to assure compliance with the International Fire Code and related codes and standards; inspect fire hazards, efficiency of fire equipment and safe storage and handling of flammables; and adequacy of egress features (requires corrective action in case of non-compliance).
- Conduct Fire Safety plan review.
- Inspect new construction projects as required using construction blueprints to inspect for compliance with codes and safety standards.
- Inspect all types of fire protection systems, including fire alarm systems, automatic sprinkler systems, hood and duct systems, etc.
- Examine fire scenes to determine burn pattern and detect presence of flammable materials, gases, and incendiary devices, using various detectors and procedures.
- Collect, preserve, and document evidence to ascertain cause of fire utilizing knowledge of fire investigative techniques and equipment (such as those associated with the analysis of varied and conflicting evidence and involves conditions and elements that must be identified, analyzed, and evaluated to discern inter-relationships).
- Photograph fire damage and prepare case files, diagrams, damage appraisals, charts, and investigative reports to support findings.

DEPUTY FIRE MARSHAL

Classification Description – Pierce County

Page 2

- Interview and/or interrogate witnesses, building owners and occupants, and fire victims to obtain sworn testimony of facts; prepare reports of testimony; testify in court citing evidence obtained from investigation.
- Contact officials of fire departments, Sheriff's department, judicial systems, other governmental agencies and with the general public in order to obtain, clarify, and give facts or information relative to investigative activities.
- Promote the development of effective fire prevention methods.
- Develop and/or present fire prevention education programs.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other related job functions as required.

SUPERVISION RECEIVED AND EXERCISED: Supervisory responsibility is not a regular function of this classification. A Deputy Fire Marshal may be assigned lead duties as assigned by the Fire Marshal or his/her designee. An employee is given considerable latitude to exercise independent judgment and resourcefulness in adapting existing procedures and precedents to investigative activities, and in recommending new and improved techniques and methods. Significant proposed deviations from the norm or situations to which existing guidelines cannot be applied are typically referred to higher level authority. Incumbents may provide on-the-job training to other inspectors and/or investigators as required. Supervision is received from the Assistant Fire Marshal who assigns work in terms of objectives, priorities, and deadlines. Methodologies and specific techniques to be followed are left primarily to the discretion of the incumbent. Work is reviewed periodically for technical adequacy, interpretation and clarity of investigative findings and conformance to governing laws, regulations, and internal policies. Work directly affects the accuracy, reliability or acceptability of investigative findings. Employees work directly with confidential data of major importance. Work may also affect the social, physical, or economic well-being of significant numbers of people. Guidelines are available in the form of Federal, State and local laws, fire codes, rules, regulations, and reporting procedures.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed typically in the field at fire sites, and in various office settings. Extensive traveling is required in the course of investigative activities, and incumbents are subject to non-standard working hours and are on 24-hour call. Elements of potential danger are present in exposure to fire, smoke, chemicals and explosives, and stringent safety precautions are required. May involve contact with persons with diverse viewpoints, goals or objectives requiring high degree of tact and judgment in evaluating the value of the information obtained. Highly stressful situations may develop in contacts with distraught fire victims and their

relatives.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is frequent walking, sitting, bending/stooping, climbing, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Requires the ability to maneuver across uneven terrain, work in confined areas and scale various heights. Ability to travel to various work sites and attend meetings away from regular work site may be required. Work under stress and pressure conditions during an emergency may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Fire and life safety principles, codes, and standards.
- Principles, practices, and techniques of fire and arson investigation.
- Laws and legal ramifications of fire and criminal investigations.
- Building codes and building construction, and their application to fire and life safety.
- Techniques and methods utilized in the proper collection, photographing and preservation of evidence, and of the rules of evidence and judicial procedure.

Skill in:

- Performing investigative inspections and preparing detailed technical and scientific reports.
- Gathering, analyzing and synthesizing data.
- Working with a variety of individuals from diverse backgrounds in high stress situations.
- Effectively communicating orally and in writing, writing clear and concise detailed reports and fire investigation documentation.
- Problem-solving, conflict resolution and decision making
- Handling multiple competing priorities within tight timelines
- Developing and maintaining effective working relationships with a variety of constituents.
- Making formal presentations to group and committees.
- Using current office word processing, spreadsheet and database software.

Ability to:

- Perform independent field work and be responsible for decisions which require familiarity with a variety of codes, ordinances, standards and guides.
- Perform fire investigative and fire inspection work in an efficient and effective manner.
- Interact with the public, fellow workers and others in a professional and courteous manner.
- Fulfill all traveling requirements of this position and meet qualifications and guidelines of Fleet Risk Control policies in the operation of a motor vehicle on County business.
- Respond to calls in a timely manner upon notification.
- Plan and organize work and complete tasks within prescribed timeframes.
- Gather and preserve evidence, and to document findings.
- Interview and interrogate individuals to elicit factual information.
- Make accurate and detailed reports, diagrams, and charts.

DEPUTY FIRE MARSHAL

Classification Description – Pierce County

Page 4

- Travel to various work sites and attend meetings away from regular work site may be required.
- Work under stress and pressure conditions during an emergency.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Use and operate a personal computer.
- Establish and maintain effective working relationships as required by the work of the position.
- Understand and execute complex oral and written instructions and to interpret architectural and/or construction plans, blueprints, and sketches.
- Perform work involving moderate physical exertion, such as extended periods of standing, walking, recurring bending, crouching, stooping, and reaching
- Physically perform the essential job functions.

MINIMUM REQUIREMENTS TO APPLY:

Five (5) years of fire or police investigative experience including two (2) years of experience involving the extensive use of investigative techniques relating to fire and arson investigation; and two or more years of fire/building code inspection or related inspection work. On a year for year basis, college level course work in the field of fire sciences may be substituted for one (1) year of investigative experience and one (1) year of inspection experience, up to a total of two (2) years. Satisfactory physical condition is required as indicated by a County-approved physical examination prior to final appointment. A valid Washington State driver's license is required. (Note: If a candidate possesses a valid driver's license from another state, a Washington State driver's license shall be required within 90 days.)

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Within one year of employment, the employee will be required to pass the examination for Fire inspector II as tested by the International Code Council; and within two years of employment, the Fire Investigator Certification as tested and certified by the International Fire Service Accreditation Council, International Association of Fire Investigators, or equal certifications as determined by the Fire Marshal. Both certifications shall be maintained throughout employment.