



FIRE MARSHAL

Department: Emergency Management
Job Class #: 016500
Pay Range: Executive 06

FLSA: Exempt
Represented: No

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 responsible, professional, administrative and supervisory work within the Department of Emergency Management. The Fire Marshal is the Fire Prevention and Arson Control Division Manager and is responsible for overseeing the areas of fire code compliance and inspection, enforcement, arson investigation and fire prevention education. Work is performed in accordance with applicable rules and regulations, laws, codes and policies. An employee in this position reports directly to the Director of Emergency Management.

ESSENTIAL JOB FUNCTIONS:

- Responsible to plan, direct, coordinate and evaluate the work of professional, technical and clerical staff engaged in fire code administration, inspections, enforcement, arson investigations and other related duties in the Fire Prevention and Arson Control Division.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Provide training and technical assistance to staff relative to inspection and investigatory standards, interpretation of and compliance with codes, ordinances, departmental and County policies.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Develop and maintain a high level of public relations between the division and elected officials including Fire Commissioners, Fire Chiefs, business owners, and the general public.
- Develop policies, procedures and existing guidelines as necessary.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- 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 and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

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SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of the Director of Emergency Management who reviews the work for results attained and quality of staff services provided. The Fire Marshal has direct supervisory authority over professional, technical and clerical personnel.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Fire Marshal performs work throughout the Pierce County region. Office work is required on a routine basis and field work is required as necessary to perform inspections or investigations. Travel by vehicle or on-foot is required, and may be over all types of terrain, including that which is uneven, steep, slippery, wet, icy or muddy. Field work sites may include buildings in various stages of construction, deterioration or disrepair, and in remote locations. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, work schedules may require the incumbent to work a flexible schedule, holidays, weekends and may require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. 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:

- Regulations, policies and procedures applicable to fire and building code compliance.
- Principles, procedures and practices of residential and commercial construction.
- Codes and ordinances pertaining to building, life-saving safety measures, fire safety, electrical and mechanical installation (Uniform Building and Fire Codes).
- Various approaches to fire prevention education programs and activities.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Management principles and practices.
- Building materials and quality standards including mechanical, chemical, electrical and fire protection engineering standards.
- Methods and procedures involved in budget preparation and control.
- Current literature, trends and developments in fire code inspection and arson investigation standards.
- Building design, construction and inspection techniques.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to:

- Read and interpret architectural and/or construction plans, blueprints and sketches.
- Identify code deficiencies and take corrective measures.
- Plan, assign and supervise the work of subordinates.
- Establish and maintain effective working relationships with owners, contractors, County officials and the general public.
- Work closely and coordinate activities with elected Fire Commissioners, Fire Chiefs, and the fire services in general.
- Set goals, plan, establish procedures and anticipate and implement changes as needed, within clearly established program parameters.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- 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.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major coursework in Engineering, Architecture, Building Technology, Fire Sciences, Criminal Sciences, Public or Business Administration or a field closely related to one of the above is required plus a minimum of five years of experience in fire service, building, construction, code compliance, construction inspection, engineering, or related field experience in City/County jurisdictions. The experience should demonstrate increasing responsibilities including fire code inspections, investigations and/or fire prevention education activities and must include at least one year of supervisory or management responsibilities. Additional experience or education may substitute equally for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A Certification from the National Fire Academy in fire protection, arson investigations and/or plans examination is preferred. Proof of certification must be provided upon submission of application, if held by applicant. A valid Washington State driver's license may be required when travel is required of the position.