



Serving North Spokane County

Position Description

Effective: August 2020

POSITION: Fire Marshal / (RANK D.O.Q)
Fire Protection & Prevention Division

FLSA STATUS: Exempt

PURPOSE STATEMENT:

The FIRE MARSHAL will provide guidance, supervision and support of the Districts Plan Review process and life Safety Inspections. This position will work closely with city and county personnel on Code Enforcement issues. This position may respond to emergency incidents and provide Duty Officer staffing as needed.

CONTROL OVER WORK:

Supervised By: General Supervision by the Assistant Chief

Supervises:

- Responsible for the administration and direction of daily operations of the District's Plan Review, Fire Investigation and Fire Inspection programs.
- Assures compliance consistent with the laws of the State of Washington and the policies of Spokane County Fire District 4 and performs the level of service as directed by Assistant Chief.
- Supervises the functional areas of emergency incident readiness and response, and equipment/resource management.
- Supervises the day to day functions of firefighters and subordinates
- Provides general supervision of all subordinate positions.

JOB DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other non-essential or peripheral duties that may be required. Spokane County Fire District 4 retains the right to modify or change the duties or essential functions of the job at any time.

- Provide and maintain a quality fire prevention program for the citizens of the Fire District
- Develop, provide, and maintain community risk reduction programs for the citizens of the Fire District

- Implement and maintain training for staff who assist with the Fire Investigation and Fire Inspection programs
- Review and evaluate field inspection work to ensure quality assurance and standardization of work.
- Review and approve fire investigation reports from investigators
- Develop and maintain and updated 'electronic' pre-fire program for the Fire District
- Incident response as a Senior Officer of the District
- May serve as "Duty-Officer" for an assigned period
- Work with all assigned personnel to ensure all incident reports are completed in a timely manner
- Attend and participate in District Command Officers Meetings. Represents the Fire District at community events.
- Works with personnel to accomplish the goals and objectives necessary to fulfill the mission of the District
- Acts as a liaison between station personnel and administrative staff and the general public
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow oral and written communication
- Ability to instruct inspection and pre-plan development
- Thorough knowledge of fire District rules, regulations, and policies and procedures
- Ability to work with the public and District staff to deliver 'key messages' when appropriate
- Functional knowledge of current computer technology and programs relevant to the fire service
- Ability to write comprehensive reports and maintain records
- Make recommendations to enhance the operating procedures of the District
- Ability to deal with and effectively manage personnel problems
- Skills in fostering effective working relationships and a high level of morale
- Adaptable and flexible to change and committed to the growth and improvement of the District and its members
- Able to supervise the work of subordinates during emergency, routine, and non-routine work activities while maintaining discipline and respect
- Possess strong leadership skills
- Self-motivated with the ability to work independently
- Credible, enthusiastic, and confident

REQUIRED MINIMUM QUALIFICATIONS, EXPERIENCE & EDUCATION:

- Experience with Plan Review, Fire Investigation and Fire Inspection programs
- Fire Code Institute – Fire Inspector I Certification
- Within one year of employment obtain Fire Inspector II Certification
- NFA Community Risk Reduction Course OR ICC – Certified Plans Examiner or approved equivalent within 24 months
- High school graduate or GED Required.
- Must possess or be able to obtain a valid Washington State Driver's License without record of suspension or revocation in any state.
- Must possess an approved Emergency Vehicle Incident Prevention Program (EVIP) certification.
- Must possess NIMS / N.W.C.G. ICS 100, 200, IS700, IS800
 - Or ability to obtain within 6 months of hire

- No disqualifying criminal history.
- Must meet Departmental physical standards.
- Must possess and demonstrate strong leadership skills
- Experience in a supervisory capacity
- Must be self-motivated and ability to work independently

NOTE: Course titles and or numbers are subject to change by the Fire Chief or his/her designee

DESIRED QUALIFICATIONS, EXPERIENCE & EDUCATION:

- Meet or exceed the training requirements for NFPA 1001 Firefighter I. (State FF1, Pro Board or IFSAC certification)
- Certified as a Washington State Emergency Medical Technician (EMT)
- Washington State Hazardous Materials Operations Level certified (NFPA 472, 1997 or equivalent)
- Possess N.W.C.G. Firefighter Type 2 (FFTII) qualification.
- Certified Fire Service Instructor I (NFPA 1041, 1996 or equivalent training/experience).
- Completed N.F.A. Leadership series or approved alternative
- Spokane County Sheriff Special Deputy Commission I

TOOLS AND EQUIPMENT USED:

Fire apparatus, fire pumps, computers, phones, mobile/portable radios, pagers, and other automated office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently to sit; talk or hear; stand; walk; use hand to finger; handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The environment characteristics described here representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential volunteer functions.

Work is preformed primarily in a fire station, vehicles, and other outdoor settings, in all weather conditions, including temperature extremes, during the day and night times. Individual is exposed to hearing alarms and hazards associated with fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting activities when noise may be loud.

NOTE: Appointees will be subject to completion of a standard 12-month Probationary Period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the District and the Volunteer Member and is subject to change by the District as the needs of the District and requirements of the job change.