

North-West Fire Protection District

P.O. Box 1090 • 21455 Hwy 285
Fairplay, CO 80440
Tel: 719-836-3150 • 719-836-7231 fax

Duties Description Fire Marshal

WORK HOURS: A Necessary to Satisfactorily Perform the Duties
FLSA STATUS: FLSA Non-Exempt
EMPLOYMENT STATUS: At-Will
EFFECTIVE DATE: January 1, 2011

This duties description is established by the North-West Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of an individual performing Fire Marshal duties for the District. This is not a separate position; rather, these duties shall be performed in conjunction with the duties and general responsibilities of the individual's primary position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District's administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual's "at-will" employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Duties Summary:

The Fire Marshal assists in the overall administration and operation of the District's Fire Prevention and Education Bureau, including conducting fire inspections, code enforcement, plan review, participating in the safety program, fire prevention training, public relations, fire investigation and other related activities. The Fire Marshal responds as necessary to fire alarms and fire investigations. The Fire Marshal may assist on incidents as requested in non-firefighting positions such as investigator, public information officer, liaison and safety officer.

Immediate Supervisor:

The Fire Marshal works under the general supervision of the Fire Chief.

Supervisory Authority:

None.

Primary Duties and Responsibilities:

The following are an overview of the Fire Marshal's primary duties and responsibilities and shall not be considered an all-inclusive list:

1. Respond to fire alarms to assist operations crews as necessary to determine cause and assist as a liaison with the property owner or manager.
2. Develop, implement and maintain the Fire and Life Safety Inspection Program for existing buildings to include tracking database information, preparing reports and the assignment of inspections. Validate that the quality and accuracy of the Inspection Process is being upheld to the District's standards.

3. Respond to inquiries regarding fire safety and fire code compliance issues from the public, property owners or the media, keeping the Fire Chief apprised of such issues. Instruct owners in the removal of hazards, investigate complaints and assist in educating the public in order to prevent fires and advocates life safety measures.
4. Perform inspections and re-inspections on new and existing commercial and other buildings for fire hazards, issue permits, warnings and order notices. May perform follow up compliance and enforcement work to ensure compliance with the applicable fire code and nationally recognized standards, and applicable state statutes.
5. Assist in code enforcement procedures and code development as assigned. Interpret policy, directives and regulations and ensure their proper application. Perform plan reviews as assigned.
6. Assist the safety officer or Incident Command as requested on building, accident or incident safety investigations.
7. Coordinate, as assigned, initial and follow-up fire investigation activities, working closely with the involved officers to determine the origin and cause of fire.
8. Outline and present to all District personnel timely and on-going training in fire prevention programs and issues, building and fire protection systems, building hazard evaluations and inspection updates.
9. Evaluate quality control on plan review and inspections to determine consistency and compliance with adopted codes and ordinances.
10. Ensure that all reports, forms and other records necessary or appropriate for the efficient and effective operation of the Fire Prevention and Public Education Bureau are prepared/generated, filed and maintained in accordance with all federal, state and local laws, regulations, codes, standards, and the District's rules policies, and procedures, including but not limited to the Member Handbook and Standard Operating Procedures.
11. Work cooperatively with all officers and members.
12. Obtain and maintain a sound knowledge of the District's geography.
13. Consistently promote a professional image of the District at all times.
14. Perform such other duties as may be assigned.

Mandatory Qualifications and Requirements:

1. Previous fire prevention experience typically attained with 5-6 years experience.
2. Possess an Associate's Degree in a fire science or fire prevention related field, or the equivalent in time and education approved by the Fire Chief as a minimum educational requirement.
3. Must possess and maintain a valid Colorado driver's license and an acceptable driving record.
4. Must successfully obtain and maintain the IFC Inspector II, Colorado Fire Suppression System Inspector Certification, Colorado Fire Inspector I and Colorado Fire Officer II or the equivalent in NFPA or HCTC Officer II Standards.
5. Must successfully complete the Incident Command System I -300 course or equivalent.
6. Must complete the NIMS 700 & 800 level classes.
7. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
8. A basic understanding of firefighting operations.
9. Proficient in inspection, investigation, plan review, and safety required for performance of duties. Keep abreast of current developments in fire prevention and public education field.
10. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness. Maintain composure and a professional outlook under stressful conditions. Conduct is mature, professional and appropriate in manner at all times and in all places.
11. Ability and initiative to continue self-development.
12. Ability to work as needed to achieve results and/or meet targets within established time frames.
13. Demonstrate effective listening and speaking skills. Written communication is clearly organized and easily comprehended. Maintain an open line of communication with the Fire Chief and other District members.

14. Schedule work for the most efficient handling and elimination of unnecessary activities. Handle multiple responsibilities simultaneously and complete them in a thorough and timely manner.
15. Make decisions in extremely stressful situations. Willing to make timely, fact based decisions; handles uncertainties, clarifies ambiguities. Able to see unusual aspects of a problem and find unique solutions; evaluate results for effectiveness.
16. Practice absolute honesty, trustfulness, and uprightness of character and moral principles; be accurate and truthful in all statements; place honesty and duty above all else
17. See what needs to be accomplished and do it without having been told to do so; able to be resourceful and to anticipate.
18. Show sincere interest and zeal in the performance of duties; tackle all tasks with a cheerful "can do" attitude.
19. Ability to logically weigh facts and possible solutions on which to base sound decisions; when faced with information that is new or not understood, seeks advice before attempting a solution.

Working Environment/Physical Requirements:

The Fire Marshal's duties are performed in a variety of locations and conditions, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. Strenuous physical activity under extreme adverse conditions will be required frequently.
2. This position requires standing, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, reaching over head, reaching away from body, and repetitive motion.
3. Will be required to work in all weather conditions and in extreme temperatures.
4. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
5. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
6. Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
7. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
8. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
9. This position will involve periods of high physical, mental and/or emotional stress.