

## ASSISTANT FIRE MARSHAL

### JOB DESCRIPTION

**Classification Responsibilities:** An Assistant Fire Marshal is responsible for supervising and coordinating the work of fire prevention inspection or investigation staff involved in technical inspections of buildings, facilities, and grounds or fire and explosion investigations to determine conformance with City fire and building codes and regulations. Incumbents may be required to perform duties of both assignments. This class performs related duties as required.

**Fire Inspections Assignment:** Coaches employees in identifying hazards, providing interpretation of code issues, creating adequate and accurate documentation of findings, and seeking appropriate actions to abate hazards. This class also provides technical input and analysis for ordinance development and code interpretation and may conduct inspections.

**Fire Investigations Assignment:** Responds to emergency alarms involving all types of fires (example: structure, vehicle, brush, dumpster, explosions, hazardous materials and conditions, civil disorders, and special hazards posed by utilities). In addition, this class coordinates, trains, and schedules fire inspections personnel to conduct origin and cause fire investigations; enters cold fire scenes; advises Firefighters and Command about the preservation of evidence during salvage and overhaul operations; solves problems; completes investigation reports; prepares case material for law enforcement; delivers fire cause data to aid in public education efforts; and participates in community outreach efforts by working collaboratively with organizations within and outside the City of Mesa.

**Distinguishing Features:** Work is performed with considerable initiative and independence, and requires the application of technical knowledge, as well as the ability to represent and act for the Fire Prevention service area in the absence of the Battalion Chief - Deputy Chief (Fire Marshal). Supervision is exercised over Fire Inspector Trainee, Fire Inspector I, and Fire Inspector II classes; Assistant Fire Marshal positions may also provide functional supervision for administrative support positions. General supervision is received from the Deputy Chief - Fire Marshal who reviews work through feedback, reports, conferences, and the evaluation of overall results achieved. Employees in this class may be required to conduct inspections or investigations and work holidays, evenings, or weekends. Work schedules and locations are subject to change based on business needs. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Fire Science or a closely related field. Four years experience in conducting fire prevention inspections, building inspections, or inspections in a closely related field, including one year experience conducting inspections in high hazard occupancies (*Fire Inspections Assignment*). Four years experience in conducting fire cause and origin investigations (*Fire Investigations Assignment*).

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Must possess an Arizona State Fire Inspector II certification (or an equivalent Fire Inspector II certification from another state) or National Fire Protection Association (NFPA) Fire Inspector II certification within one year of hire or promotion and maintain certification/annual training thereafter. (*Fire Inspections Assignment*).

Must possess an International Association of Arson Investigators Fire Investigation Technician certification (IAAI - FIT) by hire or promotion date. Must live within 15 miles of the City of Mesa and must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must obtain Certified Fire Investigator certification through the International Association of Arson Investigations (IAAI) within one year of assignment. (*Fire Investigations Assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures. (*Fire Investigations Assignment*).

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree in Fire Science, Business Administration, or a related field is highly desirable. International Code Council (ICC) Fire Inspector II certification is desirable. One-year lead or supervisory experience in fire prevention is highly desirable. Experience/training in the fire service, customer service, and public speaking are also highly desirable. (*Fire Investigations Assignment*).

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with management, coworkers, property owners and managers, and the general public to establish and maintain effective working relationships. Interacts with citizens to answer questions and persuade them to eliminate and prevent fire hazards. Deals with difficult public contact situations. Instructs and gives technical advice to staff regarding fire inspections or investigations. Clarifies the intent and application of fire codes for management, employees, and the general public. Prepares and makes appropriate verbal and written recommendations. Prepares accurate and complete reports, such as performance appraisals, program management guides, benchmarking and/or investigative finding reports. Trains staff in inspection or investigation related areas and manages/evaluates performance. Conducts presentations to convey information about inspection or investigations related problems or activities.

Testifies in court regarding investigation findings. Provides technical instruction and training to Fire Inspectors, police officers, firefighter recruits, and other agency investigators regarding fire investigation procedures. Delivers fire cause data to aid in public education efforts and participates in community outreach efforts. Communicates with City employees, courts systems, other fire departments, law enforcement agencies, and the public to collect investigative information, process evidence, and maintain effective working interagency relationships. (*Fire Investigations Assignment*).

**Manual/Physical:** Work involves considerable walking, climbing, bending, stooping, looking overhead, and/or working in small/cramped areas, as well as using small hand tools (pliers, screwdrivers, wrenches, etc.) while assisting or training staff in inspections or investigations. Works at elevated levels on roofs, high-rise buildings, or on a ladder or lift up to 25 feet, when performing inspections or investigations. Supervises inspections or investigations for all types of public and private buildings for life safety and fire protection equipment, systems, processes, and hazards. Photographs and details fire hazards and damages and/or preserves evidence and performs salvage and overhaul operations. Prepares evidence for court. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to inspection sites or emergency and fire scenes. Is subject to environmental conditions of activities occurring both indoor and outdoor. Operates a variety of standard office equipment, such as a personal computer (PC), copy/facsimile machine, telecommunications equipment, and camera. Uses personal protective equipment (PPE) that weighs approximately 70 pounds that significantly impairs body cooling in high humidity (up to 100 percent) situations and a self-contained apparatus (SCBA) while performing tasks in environments that may be immediately dangerous to life and health (IDLH). Meets scheduling and attendance requirements.

Coordinate business inspections (including hazardous materials, health care, high-rise, and covered mall inspections). Inspect fire alarm systems with audible and visual warning signals. Performs plan reviews for Mesa Fire and Medical Department access (examples: lock boxes, fire lanes, etc.). Distinguishes colors to read hazardous materials fire diamonds (704M) and to examine electrical or alarm panel wiring and panel status indicators. Issues permits as necessary. Enters fire inspection report data and information from inspections into a computer record system. Prepares and updates Mesa Fire and Medical Department details, documents, etc. Is subject to atmospheric conditions, such as fumes, dusts, odors, mists, gases, or poor ventilation, which may require the use of a basic filtration mask. Manages and oversees department programs related to inspections. *(Fire Inspections Assignment)*

Responds to emergency alarms; participates in investigating fire origin and cause using specialized, nonroutine, protective equipment; secures scene; confirms hazards; ensures safety; performs systematic search; determines the presence of potential crimes; recognizes incendiary devices; collects evidence; preserves evidence, and presents evidence in court room; conducts and documents witness interviews and/or statements; measures and draws diagrams; and follows through with court proceedings. Uses specialized protective equipment while uncovering and gathering evidence. Uses power saws and hand tools to dismantle building areas affected by fire to determine cause and origin. Moves burned building debris and sifts through and sets up scene reconstructions. Climbs ladders and works at elevated levels (up to 100 feet) assessing scene damage and taking photographs. Accesses information from, and enters incidents and investigation data into, a PC. Prepares and updates schedules and graphs to indicate arson trends, scene data, etc. Detects natural gas leaks, flammable liquids, and other chemicals. Identifies hazards in order to avoid potential injury situations. Manages and oversees department programs related to investigations. *(Fire Investigations Assignment)*

**Mental:** Plans, assigns, supervises, and evaluates the work of personnel assigned to fire prevention inspections or investigations, and ensures work is performed in accordance with regulations. Supervises and may assist with complex technical fire inspections or investigations. Supervises and manages various special inspections or investigations. Interprets and makes decisions on technical problems related to the Fire Code and applicable state laws. Assists the Deputy Chief - Fire Marshal with administrative duties as assigned. Reviews and evaluates subordinates' work in progress and upon

completion to ensure compliance with acceptable inspection or investigation practices, federal and state laws and regulations, City codes and ordinances, and departmental operating policies and procedures. Establishes operating procedures and work-related goals. Identifies and resolves operational problems consistent with accepted practices and directs the correction of these problems. Resolves performance problems and counsels subordinates. Adjusts work schedules to meet business needs. Comprehends and makes inferences from written material. Learns job-related material and methods through on-the-job training and observations, oral instructions, and structured lecture in a classroom/seminar setting. Resolves operational problems. Supervises and manages various internal programs and databases such as Firehouse® Software Records Management System and systems maintenance.

Coordinates investigation activities with department personnel, other departments, and agencies. Determines fire origins and causes. Interprets and determines violations of fire codes and regulations. Analyzes circumstances, estimates losses, and determines if a case should be referred for prosecution. Performs mathematical calculations and statistical computations. Assists with developing investigation policies and procedures. Researches investigative techniques and case law. Maintains training and expertise levels necessary for court testimony. (*Fire Investigations Assignment*)

### **Knowledge and Abilities:**

Knowledge of:

public education methods;  
data entry and computer skills;  
fire hazards and unsafe conditions and practices;  
fire codes, regulations, and issues;  
the principles and practices of fire prevention inspections or investigations;  
firefighting methods and techniques;  
the laws and ordinances pertaining to fire prevention, arson, and the model codes;  
fireground activities and command system;  
fire inspection or investigation sector responsibilities;  
proper use of available safety equipment;  
personal safety guidelines observed when conducting fire scene examinations;  
methods of assessing and reinforcing structural stability or removing the hazard;  
chemical and other hazardous materials commonly found at fire scenes;  
carcinogen and potential toxins in post fire scene examinations;  
special hazards posed by utilities, such as electricity, fuel, gases, etc.;  
fire chemistry and effects of fire on various types of building construction;  
current adopted International Fire Code, including specific sections on fire inspections or investigations and authority at fire scenes;  
public education methods; and  
the principles and practices of employee supervision, training, and evaluation.

NFPA 921, *Guide for Fire & Explosive Investigations*; (*Fire Investigations Assignment*)  
NFPA 1033, Professional Guidelines for Fire Investigations. (16 JPR's); (*Fire Investigations Assignment*)

Ability to:

plan and supervise inspection or investigation programs;  
plan, assign, supervise, and evaluate the work of personnel assigned to fire prevention inspections or investigations;  
perform complex technical fire prevention and safety inspections or investigations;  
enforce the laws and regulations associated with fire prevention firmly, but courteously;  
express ideas clearly and concisely, both orally and in writing;  
present public education programs;  
make independent decisions;  
maintain and inspect PPE and conduct routine inspection on assigned vehicle;  
prioritize caseloads by utilizing time management skills;  
remain current with codes, standards, regulations, and proposed changes; and  
establish and maintain effective working relationships with management, other City employees, fire departments, law enforcement agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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GL/ah

CS4830.DOCX

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL - N

RESP - Y

PAY GRADE: 55

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 51-200