

SENIOR DEPUTY FIRE MARSHAL

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Fire Services

REPORTS TO: Deputy Fire Chief

CLASS SUMMARY

Supervises and participates in fire inspection, prevention and investigation duties; performs the more technical reviews of development project plans, coordinating with other code enforcement; serves as a technical resource to staff, answering questions requiring advanced technical knowledge and experience.

DISTINGUISHING CHARACTERISTICS

The Senior Deputy Fire Marshal is the second level of a two level deputy fire inspector series. The Senior Deputy Fire Marshal is distinguished from the Deputy Fire Marshal by its full supervisory authority and serving as the technical resource for other staff; by performing more complex commercial and institutional inspections; and by having the responsibility for more complex plan review and coordination of development projects.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Serves as a technical resource to staff, answering questions requiring advanced technical knowledge and experience, and assisting in training others.
- Serves as the lead in conducting complex subdivision, high density, high rise special use, and planned development reviews for code compliance for street access, hydrants, and other fire protection features and tries to work out solutions with design that do not meet code requirements.
- Works with developers, architects and engineers on complex development issues to professionally respond to inquiries and resolve complaints, using the appropriate codes, ordinances, and regulations of the various agencies involved; makes recommendations from a wide range of solutions based on the developments' roadway systems, water availability, spacing/construction features, and other elements.
- Communicates with insurance companies and product or equipment representatives and uses technological experience with equipment to analyze fire incidents in order to assist in settling claims; may provide expert testimony, on fire-related issues, in civil or criminal court or for investigations on contractors who do not perform work appropriately.
- Performs state-mandated inspections of existing commercial and institutional buildings including: performing tests of suppression and alarm systems; completing reports of inspections; re-inspecting for compliance; collecting fees; and issuing citations and permits.
- Reviews and approves fire protection plans for commercial and institutional buildings including reviewing plans and technical data.
- Investigates fire scenes to include taking photographs and making maps of the scene; interviewing witnesses; collecting physical evidence; and preparing written reports of findings.
- Responds to fires, medical emergencies, hazardous material spills, and bomb threats and renders appropriate assistance.
- Fulfills the duties of fire marshal in his or her absence.
- Performs periodic quality assurance checks on inspections, plan reviews and fire investigations by randomly reviewing a percentage of all completed work for policy compliance, consistency, and completeness and addresses any issues with each individual subordinate.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

SENIOR DEPUTY FIRE MARSHAL**KNOWLEDGE AND SKILLS**

Knowledge of:

- State and local fire codes;
- National construction and fire standards;
- Operation of fire sprinkler and alarm systems;
- Fire science and firefighting concepts;
- Emergency medical techniques.

Skill in:

- Performing inspections of fire alarms and sprinklers;
- Investigating fire scenes;
- Reading architectural drawings;
- Using a computer and related software applications;
- Supervising and evaluating employees;
- Negotiating and mediating conflicts;
- Driving a vehicle;
- Providing education;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Associate's Degree in Fire Science or related field, three years of related fire inspections experience, and demonstrated ability to supervise staff; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- NC Driver's License;
- NC Firefighter Level II;
- NC Fire Inspector Level III;
- Class B NC Driver's License within 30 days of employment;
- NC Emergency Vehicle Driver Certification within 90 days of employment;
- NC Fire/Life Safety Educator II, NC Fire Instructor II and NC Emergency Medical Responder certifications within two years of employment.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to moving fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E5/08