

JOB TITLE: Fire Marshal

SD/5

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for directing the county's fire prevention, fire suppression, and fire investigations functions.

MAJOR DUTIES:

- o Conducts investigations of fires of a suspicious nature or involving injury or death; collects evidence; conducts interviews and interrogations; makes arrests; prepares documentation of all investigative actions; testifies in court.
- o Advises and coordinates operations of county volunteer fire departments; coordinates preparation of fire department budgets; consults with fire departments concerning equipment and training needs; assists fire departments in filing grant applications, fund reimbursement requests, and equipment and supply purchases.
- o Maintains or oversees maintenance of fire district maps; confers with department personnel about coverage expansion; coordinates mutual aid cooperation between various departments; ensures proper certifications are acquired.
- o Assists in the development and implementation of county-wide plans for multiple responses to natural or man-made disasters including potential terrorist events.
- o Coordinates, promotes, and supports training programs in basic and advanced fire fighting techniques and safety procedures for county volunteer fire departments; develops and conducts training drills.
- o Responds to multiple alarm fires and related emergencies; assists in the coordination of emergency services operations at large scale incidents including hazardous material incidents.
- o Prepares annual budget; schedules and supervises personnel; maintains division records.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of fire prevention and suppression standards, practices, strategies, and tactics.
- o Knowledge of standard fire prevention codes, National Fire Protection Association standards, and federal, state, county, and department standards, rules, and regulations.
- o Knowledge of relevant state and federal laws and county ordinances.
- o Knowledge of the principles and practices of arson investigation.

- o Knowledge of the training requirements for the certification of emergency personnel.
- o Knowledge of techniques for handling hazardous materials.
- o Knowledge of county budgeting and purchasing practices.
- o Knowledge of personnel and financial management principles and methods.
- o Skill in management and supervision under both routine and emergency situations.
- o Skill in planning, analysis, decision making, and problem solving.
- o Skill in the operation and use of fire equipment and apparatus.
- o Skill in planning, coordinating, and implementing emergency procedures for a variety of situations.
- o Skill in decision making and problem solving.
- o Skill in master planning, pre-fire planning, and hazard identification.
- o Skill in the use of standard office equipment.
- o Skill in public speaking.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Captain assigns work in terms of division goals and objectives. Completed work is reviewed through conferences, reports, and observation of division operations.

GUIDELINES: Guidelines include county ordinances; state and federal fire codes, laws, and regulations; emergency management standards; National Fire Protection Association regulations; local ordinances; and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

COMPLEXITY: The work consists of varied administrative, managerial, supervisory, and technical duties relating to fire prevention and suppression. The number of inspections conducted, exposure to dangerous environments when conducting investigations, and the physical demands of fire suppression activities contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to direct and manage the provision of fire services to the community. Successful performance contributes to the protection of life and property and the well-being of the community.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, business owners, school administrators and personnel, other firefighters, law enforcement personnel, local and state government officials, media representatives, state and federal agency representatives, local civic and community leaders, daycare and healthcare providers, non-profit agency representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, coordinate efforts, plan and provide services, interrogate persons, and negotiate or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, or stooping. Fire and emergency scene command involves physical and mental stress. The employee frequently lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, except while at a fire or emergency scene. The employee may be exposed to noise, dust, dirt, machinery with moving parts, irritating chemicals, inclement weather, extreme temperatures, and hazardous situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over assigned part-time personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division in order to direct and coordinate work within the division, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.