

CLASS TITLE: Fire Marshal	
GRADE LEVEL: PP	
STATUS: EXEMPT	

SUMMARY OBJECTIVE:

The purpose of this position is to provide leadership, direction, supervision, and budgetary authority and oversee the daily operations of the Office of Emergency Services Fire and Life Safety Unit. This position has the responsibility of fire prevention and code enforcement.

Work is performed under general supervision and reports to the Office of Emergency Services Director.

ESSENTIAL FUNCTIONS:

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Develops and manages the division's annual operating budget, monitors expenditures, and ensures fiscal accountability.
- Provides leadership and administrative oversight of the Fire Marshal Unit by establishing division goals, objectives, policies, and procedures consistent with departmental priorities and local ordinances.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Responsible for directing work by coordinating and assigning tasks, establishing schedules, reviewing progress, and ensuring adherence to standards.
- Serve as the County's Fire Code Official administering and enforcing Durham County Fire Ordinances and ensuring compliance with local, state, and national fire safety codes.
- Plans, implements, and coordinates fire prevention and protection activities.
- Plans, coordinates, and directs programs related to fire investigations, life safety education, and community outreach.
- Oversees and conducts fire inspections and investigations to identify potential hazards and recommend corrective action.
- Develop and deliver fire safety education and training programs for the public and local businesses.
- Review and evaluate plans and specifications for new construction and renovations including inspection and approval of new fire protection systems and final occupancy to ensure fire safety compliance.
- Issue permits for new construction and reviews fire protection plans.
- Collaborate with relevant parties to develop and refine emergency response plans to include organizing regular fire drills and ensuring that all occupants are aware of evacuation routes and assembly points.

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- Respond to emergency incidents as needed and provide directions to first responders.
- Maintain records, prepare reports, and maintain accurate and up-to-date fire protection records and databases.
- Collaborates with internal and external stakeholders, including County departments, fire districts, law enforcement, and community partners to promote fire and life safety initiatives.
- Serves as primary point of contact for contracted fire departments, assisting them with response plans, reporting and data collection, budget development and submission, and other related tasks.
- Prepares and presents reports, recommendations, and updates to the Office of Emergency Services Director, County leadership, and governing boards as required.
- Prepare reports and presentations for internal and external customers.
- Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of fire prevention, safety principles, firefighting techniques and equipment.
- Thorough knowledge of commercial development, industry literature, and resources in municipal inspections.
- Comprehensive knowledge of fire codes, national and state building codes, and related regulations.
- Comprehensive knowledge of materials, construction methods, and inspection practices relevant to fire prevention and code enforcement.
- Considerable knowledge of fire protection services at the local, county, and state level.
- Considerable knowledge of public and business administration principles, including project management and accounting practices.
- Considerable knowledge of the organization and structure of federal, state, and local government agencies.
- Working knowledge of criminal law and procedures for investigations and case documentation in court proceedings.
- Working knowledge of computer software, including Microsoft Office, for records management and database maintenance.
- Strong knowledge of fire prevention and protection principles, codes, and regulations.
- Strong analytical and decision-making skills.
- Effective supervisory, leadership, and Project Management skills.
- Excellent communication, interpersonal, and organizational skills.
- Instructional skills to train inspectors, assistant fire marshals, and other personnel.

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- Ability to work independently and as part of a team and manage multiple tasks and priorities.
- Ability to plan, organize, supervise, and monitor the work of staff.
- Ability to establish and maintain effective working relationships with internal and external customers.
- Ability to detect hazards, poor workmanship, and inferior materials that may lead to fire or structural collapse.
- Ability to read, interpret, and evaluate complex plans, specifications and blueprints with accuracy.
- Ability to tactfully and courteously address public inquiries and concerns.
- Ability to independently interpret and apply fire codes and regulations.
- Ability to direct the overall activities and assist in department-wide planning.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Fire Science, Environmental Health and Safety, Fire Protection, or related field from an appropriately accredited college or university.
- Seven (7) years of progressively responsible experience in fire prevention, inspection, or related fire services work, including three (3) years in a supervisory or management capacity.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Loud environment.
 - Exposed to hazards such as electrical, chemicals, and untreated raw sewage/biological pathogens.

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- Subject to roadway traffic based on the location of a spill or complaint.
- Bright/dim light; Dust and pollen.
- Extreme heat and/or cold; Wet or humid conditions.
- Animals/Wildlife/Natural hazards such as snakes, insects, poisonous plants, etc.
- Fumes and/or noxious odors.

SPECIAL CERTIFICATIONS AND LICENSES:

- Requires North Carolina:
 - Fire Inspector Standard Level III certification
 - Certified Fire Investigator (CFI)
 - Firefighter Level I & II
 - Hazardous Material Operations
 - Emergency Vehicle Driver
 - Fire Investigation Technician (FIT)
- Must possess and maintain a valid North Carolina driver's license with an acceptable three-year driving history.
- Preferred:
 - National Incident Management System (NIMS) – Successful completion of ICS 300 and 400. Must complete within one year of hire.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

Durham County is an Equal Opportunity Employer. ADA requires Durham County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES:

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of Durham County.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS:

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by

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their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.