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## Evergreen Fire Protection District

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### Fire Marshal Job Description

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**Job Title:** Fire Marshal

**Reports to:** Fire Chief

**Department:** Fire Prevention

**FLSA Status:** Exempt

**Supervisory Responsibility:**

Assign and direct responsibilities of three (3) Fire Prevention staff on a daily basis

**Position Summary:**

The Fire Marshal is primarily responsible for developing and managing a comprehensive, effective fire prevention staff and program. The position is responsible for overseeing such programs as construction and code enforcement inspections, community wildfire prevention plans, plan review and public education.

**Management Responsibility:**

- Fire Prevention Strategic Direction: Implement the strategic direction for the Fire Prevention Division through identification and achievement of organizational, operational, fire prevention, and staffing objectives which are fiscally sound and closely aligned with the District's budgetary resources and strategic initiatives.
- Fire Prevention Management: Actively develop, direct, and manage the achievement of all District fire prevention and public education initiatives.
- Personnel Management: Promote and ensure the performance excellence of fire prevention personnel through interactive performance management, progressive training programs, and motivational leadership.
- Emergency Operations: Assume appropriate roles within the incident command system as qualified and assigned.

**Essential Functions:**

- Work with the Fire Chief to evaluate District Fire Prevention operations and strategies; and proactively develop and implement short term and long term initiatives to ensure operational excellence; and to keep pace with industry standards and practices within the confines of available resources.



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- Work independently in managing Fire Prevention operations, including daily activities, strategic initiatives, prevention material acquisition, community education, personnel and quality assurance.
- Prepare annual Fire Prevention budget, manages Fire Prevention expenditures and is responsible for staying within the division's budget.
- Responsible for planning, assigning and directing the work of the Fire Prevention Division, to include reviews of building construction projects, reviews of fire alarm/suppression drawings for new construction and remodels as well as post construction performance tests, inspections of commercial and educational buildings, driveway construction drawings and site visits, ISO rating confirmations, public education programs and contracted fire prevention services performed for other fire departments.
- Manages the District's Wildfire Prevention programs.
- Regularly provides leadership, direction and communication to Fire Prevention personnel regarding District initiatives, fire prevention services and operations, and the resolution of Fire Prevention issues and concerns.
- Directs the development and revisions of Fire Prevention SOG's.
- Performs constructive performance appraisals.
- Plans, coordinates and maintains a progressive, comprehensive training program for Fire Prevention personnel.
- Responds to commercial and school fire alarm activations as well as fire or EMS emergencies as required.
- Manages the delivery of correction notices to building owners for violations of codes and follow-up inspections to ensure corrections are performed.
- Addresses the public's concerns regarding public safety issues.

#### **Additional Functions:**

- Assists where needed in firefighter training
- Prepares special reports and performs special assignments for the community as directed
- Attends internal and external meetings as required.
- Other duties as assigned



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#### **Minimum Education and Experience:**

- Associate Degree in Fire Science Technology or a combination of education and expertise that provides the required knowledge for the position. DOD and/or college equivalent certification will be accepted.
- Current ICC certification as Fire Inspector II or higher, and a minimum five (5) years of fire prevention related experience.
- Current ICC certification as Fire Plans Examiner.
- Five (5) years field experience as a Firefighter.
- Fire investigations experience including wildland fire investigations.

#### **Additional Requirements:**

- Required certifications within one (1) year of employment: Colorado certification – Fire Suppression System Inspector, Fire Instructor III;
- ICC Building Plans Examiner
- Knowledge of WUI Code, Firewise Community and Ready, Set, Go program.
- Current certification as a Emergency Medical Responder or higher
- CPR/AED certified
- Successful completion of physical examination by District approved physician
- Must have and maintain a current Colorado Driver's License

#### **Job Specifications:**

- Must have a working knowledge of PC's, various software programs, the internet and email programs
- Must operate with minimal supervision while maintaining a high degree of accountability
- Excellent written and verbal communication skills
- Must be a self-starter, reliable and demonstrate initiative
- Must be able to maintain confidentiality of District business



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- Exercises good judgment and sound decisions
- Maintains a professional manner at all times.

#### **Working Conditions:**

- Physical Demands- This position might require the physical effort of lifting up to 75lbs.

#### **Approval Signatures:**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_