

WASHINGTON COUNTY
Job Description

JOB TITLE: Assistant Fire Marshal

Exempt (Y/N) Yes

DEPARTMENT: Sheriff's Office

DATE REVISED: March 2012

SUPERVISOR: Fire Marshal

SUMMARY:

Responsible for assisting the Fire Marshal in the direction of a comprehensive countywide fire protection program to include the following: Inspections of a variety of existing structures and new construction. Maintaining a fire prevention education program for county fire departments. Assisting in investigation of fire causes. Attend continuing education programs to remain current on fire prevention technology and techniques. Make presentations to the general public. These duties are performed under the general direction of the Fire Marshal and within the rules, procedures, and county ordinance and state law governing the activities of the fire prevention program and policies of the Washington County Sheriff's Office.

Inspector

- Schedules and conducts routine and special fire and life safety inspections of various occupancies including but not limited to target hazards, public assemblies, businesses, industrial, and institutional locations to ensure compliance with applicable codes, laws, and standards
- Conduct home inspections and make recommendations of fire safety improvements for residents of Washington County upon request
- Assist with fireworks tent/stand inspections
- Assists with bi-annual inspections of Washington County school districts
- Conducts, supervises, and documents regularly scheduled fire and emergency evacuation drills in identified occupancies
- Conducts inspections of licensed daycare facilities in the Washington County

Fire and Life Safety Educator

- Establish and maintain adult and senior citizen fire life and safety programs
- Establish and maintain a structured Juvenile Fires Setter Curriculum
- Maintain membership of the Washington County Juvenile Fire Setter Taskforce
- Participate as an educator in the monthly Juvenile Fire Setter Academy to provide education and assistance to families dealing with juvenile fire setting issues (includes working evenings)
- Conduct assessments of all juvenile fire setters within the county jurisdiction and recommend follow up procedures (education, counseling, or juvenile court)
- Coordinate volunteers and activities for National Fire Prevention Week
- Developing customized daycare/preschool fire prevention education programs and tailoring programs upon request
- Coordinate with local fire departments in getting fire prevention material from various donations/grants
- Responsible for continuing and expanding the fire education programs already in place, which also include lectures and practical demonstrations using the Washington County Fire Safety Trailer.

- Performs lectures and various demonstrations throughout the county at public libraries, pancake breakfasts, Washington County Fair, and fire department fund raising events.
- Must be capable and have the desire to work closely with school age children from the ages of 5 to 18
- Write public informational articles and work with various forms of media to inform the public of fire and life safety topics
- Participate in continuing education opportunities, such as educational trainings and conferences, in order to stay informed of developing technology and theory in public education as well and fire and life safety issues.
- Organize and manage volunteer support for education programs throughout the county
- Schedule and conduct meetings for the Floor Fire Marshal Program at the Washington County Courthouse and jail
- Assist with the annual Camp Rescue, which includes collection of payments (cash, checks, and money orders) purchasing all camp food and supplies. Organizing volunteers for the Expo day. Supervision of up to 30 teenagers (13-18) daily throughout camp. Other duties as assigned

Investigator

- Knowledge of county roads, streets, numbering systems and response boundaries of the department
- Prepares detailed narrative and technical reports for each fire scene investigated which includes a detailed summary of any and all evidence: maintains case files for each use
- Operates photography equipment to photograph fire scenes
- Conduct or assist with investigations of large fires or fires of uncertain origin including a search of the scene of the fire and questioning witnesses or occupants. Responsible for determination, collection, and processing of essential fire scene evidence and the preparation of oral and written reports. Work closely with the Arkansas State Crime Lab and other agencies to prove or disprove fire theories. Assemble data and evidence for prosecution or arson and work with prosecuting attorneys to take cases to trial.
- Work closely with all insurance companies and provide reports and advice on fire damage and loss cases.
- Ability to supervise firefighting operations to detour the destruction of critical evidence.
- Secondary investigations and assignments as assigned.

OTHER DUTIES:

- Assist with everyday operation in office, including answering phone calls, paperwork, and computer work
- Keep up to date fire evacuation plans for all Washington County owned buildings
- Attend all Rural Fire Association meetings
- Ordering, purchasing, and inventory of all office supplies
- Red Ribbon Rally Committee member and contact person for all emergency service demos
- Maintain all open and closed case files, these documents are private personal information, therefore, the incumbent must be trustworthy and respect the sensitive nature.
- Skill and ability in fire suppression techniques.
- Maintain a proactive working relationship with various emergency services (fire, police, emergency medical, etc)
- Must have the ability to work independently without supervision for long periods of time

- Identifies fire incident trends and prepares reports describing these trends.
- Must maintain a valid drivers license to operate a county vehicle
- May represent the Fire Marshal at meetings with various boards, commissions, and councils.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND OR EXPERIENCE:

Graduation from High School or GED with four years in / or training equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES:

This position requires strong interpersonal skills, excellent written and oral communication skills with a variety of audiences, ability to produce creative solutions, ability to organize written and graphic source materials into easily understandable and readable formats; ability to work independently on numerous projects and strong organizational skills. Employee must have the ability to work with computer word processors, spreadsheets, databases, presentation programs, and other electronic mediums. Employee must possess the ability to apply common sense understanding to carry out detailed written or oral instructions. Considerable knowledge of fire science, fire behavior, and fire technology. Knowledge of fire cause and origin investigation techniques. Considerable knowledge of codes, laws, and ordinances.

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history and in addition, must complete a physical and mental evaluation as part of the employment requirements .

Ability to attain the following:

- Hazardous Materials Operations Level II Certification (refreshers as needed)
- ICS 100, 200, 300, 400
- NIMS IS 700-800
- Inspector I
- Firefighter I and Firefighter II or equivalent courses
- Be able to obtain Certified Fire Investigator Certificate or combination of equivalent classes
- Ability to attain specialized certification through Arkansas Law Enforcement Standards
- Required classes set forth by the Fire Marshal's Office and Training Division of the Washington County Sheriff's Office.
- Maintain annual firearms including handgun qualification

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hand to finger,

handle, or feel objects, tools, or controls. Reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (especially critical when dealing with hazardous materials) Must possess the mental and physical stamina to fire a weapon, good judgment, good powers of observation and memory, collection of data, establishing facts, and drawing valid conclusions.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works in outside weather conditions. Being outdoors the employee is regularly exposed to extreme heat and cold conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration. The employee is occasionally exposed to explosives. The employee must occasionally lift and/ or more than 100 pounds. This job requires some nights and weekends with little or no advance warning. The incumbent will be on call 24 hours a day, 7 days a week, and 365 days a year.