

WASHINGTON COUNTY

Job Description

JOB TITLE: Fire Marshal

Exempt (Y/N): Yes

DATE PREPARED: August, 2005

REVISION DATE: May, 2010

DEPARTMENT: Sheriff

SUPERVISOR: Enforcement Captain

SUMMARY:

Responsible for the direction of a comprehensive county wide fire protection program to include the following: Inspection of a variety of existing structures and new construction. Maintaining a fire prevention education program for all 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 general public. These duties are performed under the general direction of the Enforcement Captain and within the rules, procedures, and county ordinance and state law governing the activities of the fire prevention program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Conducts inspections of commercial, industrial, public and institutional buildings, checking for compliance with county and state codes and ordinances as to fire hazards and fire protection equipment. Secures compliance from property owners. Review of land development plats outside incorporated city limits of Fayetteville and Springdale. Assist with the development of new County fire code ordinances.
2. Provide answers or work to resolve fire protection, firefighting, and water access issues as they relate to unincorporated areas as well as small cities within the County.
3. Gives lectures and demonstrations on the subject of fire prevention. Distributes educational material and talks to schools, civic groups etc.
4. Conduct or assist with investigations of large fires or of fires of uncertain origin including a search of the scene of the fire and questioning witnesses or occupants. Assist with 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.
5. Work closely with all insurance companies and provide reports and advice on fire damage and loss cases.
6. Investigates complaints of hazardous conditions. Determines if hazard is present and initiates action to secure corrections if required.
7. Review all subdivision and large scale development plats for compliance with Arkansas Fire Code as it applies to adequate water supplies and adequate roads to accommodate fire apparatus, and compliance with Washington County gated subdivision ordinance.

8. Assists small towns with review of public and commercial buildings plans for compliance to Arkansas Fire Code. Assist small towns with inspection of sprinkler systems in public and commercial buildings.
9. Reviews plans of new commercial building construction, additions, and alterations for items of concern to the fire departments. Conducts field inspection of commercial construction in progress.
10. Generates statistical reports as related to fire prevention activities and presents reports to superiors.
11. Perform all other required or assigned duties.

SUPERVISORY AND PROJECT MANAGEMENT RESPONSIBILITIES:

Supervise the assistant fire marshal and one part-time employee. Provide supportive role for rural fire chiefs and staff. Assist with fire protection negotiations and plans between developers and rural fire departments. Offer input and advice with regard to national fire codes standards and regulations.

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:

Requires considerable experience (10 years minimum) in fire science relating to fire prevention, inspection, plans review, fire cause investigation, hazardous materials, supervisory, resource management and fire suppression techniques beyond a high school level. Training in supervision, fiscal and personnel management; or any combination of experience and training which provides the following knowledge, skill, and abilities. Successful completion of basic firefighter course.

OTHER SKILLS and ABILITIES:

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, Arkansas Revised Statutes and specific fire conditions of the County. Thorough knowledge of understanding of County safety policies, practices, procedures, County policies and labor practices.

Ability to analyze County's fire prevention needs and identify target hazards. Ability to read and interpret complex written materials. Ability to establish and maintain effective working relationships with superiors, coworkers, the public, elected officials, the business community, Planning Environmental Affairs and DEM departments and Sheriff's Office personnel.

Ability to assist in preparation of annual budget. Ability to recognize situations that need action and then to take appropriate actions as necessary. Ability to resolve conflict at lowest levels. Skill and ability in fire suppression techniques.

Ability to attain the Arkansas Law Enforcement Standards Part-time II law enforcement certification.

Valid Arkansas Drivers license and good driving record.

WORKING RELATIONSHIPS:

Communication, education, and program support for County fire departments. Communication with Washington County Quorum Court and board members of numerous rural fire departments.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. The employee must occasionally lift and/or move up to 50 pounds and/or engage with combative individuals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is quiet in the office setting and moderate to loud when training or operating fire equipment.