

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COUNTY FIRE MARSHAL
CLASS CODE: 4201

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 2/11/2015 (REVISED 1/27/2014 VERSION)
DEPARTMENT: COMMUNITY DEVELOPMENT

JOB SUMMARY

Under general supervision of the Associate Director-Community Development, performs advanced fire prevention work in administering the Utah County Fire Prevention and Suppression Program and associated city contracts, and in enforcing adopted fire codes and ordinances.

ESSENTIAL FUNCTIONS

Plans and implements urban fire prevention programs and activities; develops and provides fire prevention training, education, and technical expertise to home owners' associations and private home owners.

Serves as Utah County Incident Commander for structural fire emergencies responded to by contract fire departments and implements command structure under the guidelines of Incident Command System (ICS) for fire suppression; manages county structural fire expenditures and support during these emergencies.

Conducts interviews, gathers evidence, and compiles fire investigation reports as required by state law.

Reviews all structural contract fire suppression billings and authorizes payment.

Functions as primary fire investigator for fires within unincorporated Utah County and assists cities when requested.

Coordinates fire district boundaries and maintains fire contracts with city fire departments.

Serves as Utah County Incident Commander for hazardous materials calls and emergencies.

Supervises inspections of businesses within the unincorporated areas of the county and initiates mitigation efforts for observed fire code violations.

Reviews and approves building plans, subdivision plans, and fixed fire protection installations in cooperation with county planning and engineering to ensure compliance with adopted standards of the county and the International Fire Code. Provides special fire code inspection services to facilities with unique code requirements.

Completes Fire Safety Permits for all new structures in unincorporated Utah County.

Provides special fire code inspection services to facilities with unique code requirements.

Inspects county owned facilities with the county building representative and local fire department officials.

Oversees the issuance of open burn permits in accordance with the International Fire Code; takes enforcement action for violations.

Attends Board of Adjustment, Planning Commission, Utah Valley Dispatch Operations Board, Utah State Fire

CLASS TITLE: COUNTY FIRE MARSHAL

CLASS CODE: 4201

PAGE 2

Prevention Board Meetings and Utah County Fire Chief meetings on a monthly basis.

Supervises a Career Service Fire Inspector and time-limited office personnel; assists with staffing decisions including hiring, training, performance evaluation, delegation of workload, and retention.

Prepares and submits the fire office's budget and oversees expenditures.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: fire management planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis; NFPA codes, International Fire code, International Building codes and county codes relating to fire regulations; arson and fire investigation techniques; local fire contracts and agreements.

Working Knowledge of: supervisory techniques.

Skill in: planning and conducting fire prevention inspections; operating and maintaining various kinds of fire-fighting equipment; developing and presenting public training classes.

Ability to: establish and maintain cooperative working relationships with those contacted during the course of work activities including federal, state, and county government agencies; coordinate and work with allied agencies in the suppression of fires; communicate effectively verbally and in writing; effectively supervise.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; drives a motor vehicle.

Occasionally: lifts or otherwise moves objects weighing up to 50 pounds; walks, stands, or crouches on narrow or slippery surfaces; uses tools or equipment requiring a high degree of dexterity.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is regularly performed in environmentally controlled rooms and partially environmentally controlled buildings, but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work regularly requires the use of protective devices such as National Fire Protection Association (NFPA) approved Personal Protective Equipment. Work occasionally exposes incumbent to high levels of noise and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work occasionally exposes incumbent to possible bodily injury from heat, smoke, flames, and exhaustion. Work occasionally exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work may occasionally expose incumbent to unknown, dangerous, and/or life-threatening conditions.

EDUCATION AND EXPERIENCE

Bachelor degree in Fire Science or a closely related field and three (3) years of work experience in professional fire service activities that include fire prevention, fire suppression and fireground operations. Equivalent combinations of education and experience may also be considered.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

- Selected applicants are subject to, and must pass, a full background check.
- Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Applicant must possess either Utah State Fire Inspector I certification or International Code Council (ICC) fire certification at the time of application and obtain the other during probationary period for new hires or during the trial period for County Employees promoted to this classification through a

CLASS TITLE: COUNTY FIRE MARSHAL

CLASS CODE: 4201

PAGE 3

competitive recruitment process.

- Preference may be given to applicants with the following certifications:
 - Utah State Fire Officer I or II Certification
 - Utah State Fire Inspector II Certification
 - ICC Building Plans Inspector Certification
 - Utah State Hazardous Materials Awareness
 - Utah State Hazardous Materials Operations
 - Utah State Certification as Fire Investigator
 - Utah State Fire Fighter I or higher
 - One or both of the following nationally recognized Fire Investigation Certificates:
 - National Association of Fire Investigators (NAFI)
 - International Association of Arson Investigators (IAAI)

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.