

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## FIRE MARSHAL

**Revision #**      **Date:** June 18, 2013      **Approved By:**

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**Reports to:** Fire Chief

**Supervisory Position:** Yes    **PFA:** No    **Safety:** Yes    **FLSA Exempt:** No

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### **General Position Description**

Under the direction of the Fire Chief, the Fire Marshal is assigned to administer the Fire & Life Safety Section. Duties include conducting and/or ensuring the following are accomplished: inspections, issuance of permits for the control of hazardous materials, hazardous processes, and public assembly; review of new construction building plans and fire protection system plans for compliance with fire and life safety standards; field inspections of buildings and new construction; participation in public education programs; investigating the origin and cause of fires; and performance of other related duties as requested. Responsibilities require initiative and independent judgment in routine and emergency situations.

### **Principle Duties and Responsibilities**

- Supervises subordinate Fire and Life Safety personnel to include evaluating, training, assisting, assigning and monitoring their work.
- Enforces adopted rules, regulations and SOPs of the Fire District.
- Ensures subordinates meet required training standards.
- Reviews and supervises the review of building construction and fire protection systems plans, confers with other concerned local agency departments to determine compliance with fire and life safety requirements; makes necessary contacts with developers, property owners, architects, engineers, and contractors; and follows through with related field inspections and tests.
- Organizes/oversees fire and life safety inspections of all applicable occupancies, fire protection systems, and appliances; and the investigation of all fires for cause.
- Participates in public education programs, advises public on general and specific fire and life safety matters.
- Participates in District training programs. Participation may be advisory or may involve organizing lesson plans and providing instruction under direction of the training officer.

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- Responds to emergency calls to assist in departmental operations in areas of particular expertise, e.g., unauthorized discharges, chemical spills, system malfunction; investigation regarding origin, cause, and responsibility of fire and hazardous conditions.
- May issue notices of violations and citations.
- Attends Board meetings and other meetings or conferences as assigned by the Fire Chief.
- May be requested to perform complex field inspections and participate in conflict resolution in the areas of architectural, construction, hazardous materials, alarm systems, and sprinkler systems as it relates to new or existing buildings.
- May be required to climb ladders, scaffolding, enter trenches, or crawl in areas of confined spaces while performing fire investigation duties or field inspections.
- May be required to wear self-contained breathing apparatus or respirators for extended periods of time.
- May be placed in hazardous environments (smoke, heat, and toxic levels) while performing and/or supervising fire investigation duties, which include but are not limited to: walking, climbing, and hiking through creeks, hills or other physical or topographical considerations.
- May be called upon to use heavy and/or specialized equipment to dismantle or collect evidence for prosecuting the crime of arson.
- May be required to organize and supervise volunteer workers within the Fire and Life Safety Section.
- May be required to perform the duties of a Fire Inspector I & II and Fire Protection Specialist.
- Performs related duties and responsibilities as required.
- Is available for after hour duty coverage as needed.
- Attends extra training as required for the position.
- Maintains positive community relations.
- Performs other duties as assigned or are apparent.

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**Minimum Qualifications**

As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**

Reference: Description of Duties, Abilities and Work Environment for Safety Personnel Category I.