



CITY OF FAIRBANKS

JOB DESCRIPTION

JOB TITLE: Deputy Fire Marshal
CLASSIFICATION NO: 5801
DEPARTMENT: Fairbanks Fire Department
STATUS: Non-exempt
POSITION REPORTS TO: Fire Chief
UNION: Fairbanks Fire Fighters

JOB SUMMARY

Under the direction of the Fire Chief or his designee, the Deputy Fire Marshal promotes compliance with the City fire prevention and inspection program through building inspections, fire plans review, public fire education programs, fire and arson investigations and responses to public inquiries and complaints concerning fire and life safety issues.

ESSENTIAL JOB FUNCTIONS

1. Performs scheduled and unannounced inspections of commercial, industrial, school, nursing home, daycare, apartment, and governmental buildings, etc. to ensure compliance with laws, codes, ordinances, regulations, and standards. Records inspections and documents findings.
2. Prepares and issues correction notices to building owners or managers for violations of applicable code(s). Establishes deadlines and conducts follow up inspections to ensure compliance. Documents efforts to bring property owners into compliance.
3. Inspects occupancies that store, handle, and use hazardous materials to ensure compliance with applicable codes, ordinances, laws, regulations, and standards.
4. Evaluates new construction plans for compliance with applicable adopted building and fire codes and their referenced standards. Composes correspondence to project management and Fairbanks Building Department of plan deficiencies found.
5. Supervises acceptance and maintenance testing of fire protection and/or fire detection systems in new and existing buildings to verify that the systems are operating in accordance with the requirements of the appropriate codes.
6. Participates in firefighting activities; Ensures preservation of evidence.
7. May act as Public Information Officer or perform other tasks as assigned by the Incident Commander on emergency scenes.

8. Develops and presents public education programs for school and community groups on topics including, but not limited to: fire prevention, fire safety and awareness. Trains other employees. Participates in the juvenile fire setter's intervention program.
9. Investigates fires using the principles and techniques of fire investigation to determine origin and cause of fire. Coordinates fire investigations with law enforcement personnel as appropriate. Collects evidence. Documents findings through photography and videotape. Conducts interviews. Investigates false alarms and open burning complaints.
10. Interprets fire and life safety codes, explains compliance requirements and provides other information to the public and other agency personnel.
11. Attends in service training classes. May be required to travel for various training opportunities.
12. May provide courtroom testimony regarding code violations and/or fire scene investigations.
13. Represents the department on various committees within the organization and in the community. Attends committee and other meetings as assigned.
14. Performs other duties as assigned by supervisor.

The above examples are representative of assignments performed by this class and are not intended to be inclusive.

KNOWLEDGE, SKILLS, AND ABILITIES

These factors will be the basis for selecting qualified candidates to be interviewed. Candidates hired must satisfactorily demonstrate these factors during a prescribed probationary period for continued employment:

1. Knowledge of the English grammar, spelling, sentence punctuation and report writing techniques.
2. Knowledge of math sufficient to compute occupant loads, allowable area in buildings, placement of exits, water flow and fire loss statistics.
3. Knowledge of chemistry and hazardous materials.
4. Some knowledge of fire department operations and terminology.
5. Ability to conduct fire inspections and investigations in a detail & efficient manor.
6. Ability to read, interpret, and understand various construction documents including architectural plans.
7. Ability to express ideas clearly and concisely, both orally and in writing.
8. Ability to read, comprehend, interpret and explain codes and regulations relating to fire prevention, inspections and investigation.

9. Ability to deal courteously and tactfully with the public and to obtain compliance with fire codes and regulations.
10. Ability to recognize fire hazards associated with various types of construction and in the storage of hazardous materials such as flammables and explosives.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud.

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.

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

MINIMUM REQUIREMENTS

Persons applying for this position should **preferably** have the following:

1. Graduation from high school or equivalent; AND
2. Four (4) years' work experience in fire suppression, prevention, inspection, or investigation, or in building inspection or construction that required the application and/or enforcement of building codes...NOTE: Course work or training in the above occupational areas may be substituted for performance or understanding; AND
3. Must possess and maintain a valid Alaska Driver's License throughout duration of employment
4. Applicant must obtain and retain an International Code Council Fire Inspector I certification or equivalent within 12 months of date of hire
5. Applicant must obtain and retain an International Code Council Fire Plans Examiner certification or equivalent within 18 months of date of hire.

6. New hires are not permitted to use any tobacco products and must sign a “No-Tobacco Use” agreement for the duration of their employment with the Fairbanks Fire Department.

PREFERRED QUALIFICATIONS

1. State of Alaska or National certification as a Certified Fire Investigator (CFI) or Alaska Fire Investigator Technician.
2. Associate Degree in Fire Science or another related field.

I, _____, have received, reviewed and completely understand the entire contents of this job description.	
_____	_____
Signature of Employee	Date
_____	_____
Signature of Supervisor	Date

The City of Fairbanks is an Equal Opportunity Employer.

Jim Matherly
City Mayor
07/17

