

FIRE MARSHAL

POSITION SUMMARY: Directs the Fire Prevention Division which includes inspection, investigation, and education programs. Responsible for the performance of technical and specialized aspects of this division. Leads, oversees, and conducts investigations into the origin and cause of fires.

This position is responsible for creating and maintaining accurate reports, preparing correspondence, and completing and ensuring the submittal of required regulatory filings. Responds to fires and other incidents and assists in firefighting and rescue activities. This position requires a high-level understanding of and ability to interpret fire codes, policies, regulations, ordinances, processes, and technical systems. This position exercises independent judgment within prescribed limits. The fire marshal position shall work a regularly scheduled 40-hour workweek, designated as a non-suppression employee for purposes of benefits in the CBA.

SUPERVISION RECEIVED: Work is performed under the general supervision of the fire chief or his designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Oversee and be able to perform the essential job functions of the fire inspector position.
2. Under the direction of the fire chief or his designee direct, maintain, and implement the fire inspection program. Stay informed of changes to legislative, regulatory, industry developments, adopted codes, and current issues. Recommend changes to the fire inspection program to ensure compliance.
3. Oversee the inspections of occupancies and places of public assembly to determine occupancy limits and to detect possible fire hazards in accordance with fire code, laws, ordinance, and regulations to ensure compliance.
4. Ensure the accurate preparation and issuance of fire code violations. Follow-up on unresolved violations and provide statistical information to City and Public Safety administration.
5. Conduct fire investigations to determine origin and cause, and estimated loss. Work cooperatively with other departments and agencies as necessary and perform follow-up documentation and processes.
6. Respond while on duty to perform fire suppression and incident work as directed.
7. Confer with and work cooperatively with the public safety command staff, City personnel, City Attorney, and others to establish priorities, develop plans and goals, coordinate activities, and implement projects in areas such as fire investigations, education, and hazardous materials.
8. Responsible for the review of site plans, plan reviews, and occupancy certifications, and assists in hazardous materials pre-planning in relation to site specific plan writing.
9. Attend meetings as necessary and represent the department at meetings and community

events.

10. Provide customer service and receive and address routine and non-routine inquiries and complaints. Follow-up within scope of authority and advise and/or refer to a supervisor if outside scope of authority.
11. Oversee the implementation of community outreach, education, and fire prevention programs.
12. Perform related work.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate's degree in fire science or related field or an equivalent combination of education, training, and experience may substitute for the degree requirement. After obtaining the required certifications, an entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range.
- B. Possess and maintain State of Michigan certification as a Fire Fighter I and II, or its equivalent and licensed as a State of Michigan or National Registry Medical First Responder. Licensed as a State of Michigan or National Registry Emergency Medical Technician Basic, or ability to obtain license within three years from date of appointment as directed.
- C. Obtain and maintain Michigan Fire Fighter Training Council certifications, or its equivalent, Fire Inspector II within one year of appointment, and Arson Investigator within two years of appointment. If training and testing is not available during the listed years, the schedule requirement for obtaining certifications will be modified.
- D. Obtain State of Michigan Fire Fighter Training Council Fire Officer I and II, or its equivalent, and National Incident Management System (NIMS) 100, 200, 300, and 400 as directed.
- E. Possess and maintain a valid Michigan motor vehicle operator's license.
- F. Demonstrate proficiency in and ability to perform all duties of the fire fighter position as directed.
- G. Thorough knowledge of modern firefighter equipment and methods, including rules and regulations, policies, and standard operating procedures of the Fire Services Division and the City of Wyoming, including knowledge of city ordinances, state laws, and national standards related to fire inspection, fire prevention, fire safety, and fire fighting.
- H. Considerable knowledge of the fire hazards involved in various types of construction and in the storage of hazardous materials and considerable knowledge of the geography of the city, location of water mains and fire hydrants, and major fire hazards located within the City.
- I. Demonstrated ability in reviewing and interpreting site plans, blueprints, specifications

and complex construction drawings. Ability to convey concise and accurate explanations of fire codes and various local, state, and federal laws, ordinances, regulations, and rulings.

- J. Assist with preparing, managing, and evaluating annual budgets.
- K. Able to work as a team and with minimal supervision. Able to make decisions according to appropriate rules, regulations, departmental policies, and procedures. Possess self-supervising attributes and a positive, congenial attitude.
- L. Able to establish effective working relationships and use tact, good judgment, and resourcefulness when working with staff, volunteer workers, other governmental agencies, and the public.
- M. Able to communicate effectively and prepare detailed and accurate work orders and other reports. Able to effectively present ideas orally and in writing for varied audiences.
- N. Able to follow established procedures and carry out complex instructions with minimal supervision. Able to diagnose, assess, and troubleshoot problems and take appropriate corrective action. Able to educate and train staff.
- O. Able to work effectively within deadlines, under stress, and with changing work priorities.
- P. Demonstrated proficiency of information technology, including software applications related to areas of responsibility, and the ability to quickly learn other technology.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others. The employee must frequently lift and move items of considerable weight. Bending, stooping, crawling, and climbing are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a fire station setting. The noise level in the work environment ranges from noisy in the field to quiet in the fire station. The employee may be exposed to severely hazardous conditions including fire and smoke. In some situations the employee may encounter very dangerous working environments including assisting other firefighting personnel at incident scenes. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather. The employee is required to drive in inclement weather.

The employee is required to take a physical examination in accordance with NFPA standards and report to the Fire Chief any physical conditions that may interfere with the performance of his or her duties as a firefighter.

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