

**ASSISTANT FIRE MARSHAL  
FIRE & RESCUE DEPARTMENT**

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NON-EXEMPT  
SALARY LEVEL: Grade 19

JOB CODE: 160  
DATE: 10/12/2012

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**SUMMARY:** Performs difficult protective services and administrative work in the field of fire prevention in compliance with and enforcement of fire safety codes, participates in emergency operations as requested; and other related duties as required. Work is performed under the general supervision of the Fire Marshal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully and under the supervision of the Fire Marshal, an individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable an individual with disabilities to perform these essential duties. Other duties may also be assigned.

- Assists in the enforcement of the Statewide Fire Prevention Code, Code of Virginia and the City of Winchester Code.
- Answers inquiries and responds to complaints from the public regarding fire prevention codes.
- Conducts and coordinates educational fire prevention programs, lectures and demonstrations.
- Inspects commercial, industrial and institutional buildings for compliance with the fire prevention codes.
- Performs inspections and acceptance tests for approval of fire protection systems in accordance with the Virginia Uniform Statewide Building Code.
- Assists fire companies with pertinent timely information concerning major occupancies in their response area.
- Reviews plans/drawings of fire protection systems and site plans to insure code compliance.
- Inspecting and issuance of permits required by the fire code, occupancy, blasting, and fireworks.
- Assists with conducting cause and origin investigations of fires and explosions, environmental crimes and hazardous materials releases, including assisting police investigations related to these matters.
- Prepares and maintains files, records and reports regarding inspections, investigations, and public education activities.
- Assists in the preparation of legal actions and court cases.
- Assists with emergency operations as requested by the on-scene incident commander.
- Makes recommendations concerning amendments and improvements in fire prevention code and other regulating ordinances affecting fire prevention, safety and fire and rescue programs.

## **QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and/or experience equivalent to an Associate's Degree in Fire Science or related field is required. Five years (5) of experience in fire suppression, fire prevention, rescues and hazardous materials are required. A Bachelor's Degree in Fire Science or related field is preferred.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license. Possess valid and appropriate certificates and be current in continuing education hours for the following: Inspections (1031), Fire Instructor Level I, Mayday! Firefighter Down, Emergency Vehicle Operator Course (EVOC), NREMT or VA Emergency Medical Technician. Certificates must be available and recognized/reciprocated by the Commonwealth of Virginia. Must be able to obtain/or maintain a certificate in Investigations (1033), Law Enforcement for Fire Marshal's from the Virginia Fire Marshal Academy. Requirements specified in the City of Winchester NIMS compliance manual.

**\*Note\*** Previous ALS incentive pay will not be reduced at the level.

**Language Skills:** Ability to read and comprehend laws and policies. Possess the ability to write documents of all types using proper grammar, punctuation and spelling. Possess the ability to speak and communicate effectively using correct English.

**Other Knowledge, Skills and Abilities:** Thorough knowledge of modern principles and techniques of fire, rescue, hazardous materials, prevention, and law enforcement including inspection methods, fire hazards and methods of eliminating hazardous conditions. Have thorough knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements. Have knowledge of electrical wiring systems and their capacities, Administrative ability and physical endurance and agility. Ability to carry and qualify using an issued service weapon. Ability to plan, assign and direct the work of all fire personnel. Coordination with state and local agencies.

***PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:*** 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. Employee is to be a non-tobacco user.

**Required Physical Activities:** Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing and hoisting.

**Vision Requirements:** Meet minimum standards as required by the Department of Motor Vehicles and corrected to 20/20.

**Environmental Conditions:** Work is performed inside and outside, in all weather conditions. Additionally, work is performed during emergency conditions and in environments with immediate danger to life and health; requiring the utilization of various personal protective devices.

***EQUIPMENT ESSENTIAL TO DO THE JOB:*** Fire, Rescue and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, and EMS Transport Units) Ladders,

Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. The City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Approved:



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Dale Iman, City Manager  
October 12, 2012