

**FIRE MARSHAL
FIRE & RESCUE DEPARTMENT**

EXEMPT
SALARY LEVEL: Grade 23

JOB CODE: 167
DATE: 9/30/11

SUMMARY: Performs difficult protective services and administrative work in the field of emergency operations, fire investigations, inspections and fire prevention; does related work as required. Work is performed under general supervision of the chief. Limited supervision is exercised over a medium group of fire & rescue lieutenants and administrative personnel. Limited supervision may be exercised over a large group of personnel during emergency incidents.

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

- Plans and supervises fire prevention programs.
- Conducts test of fire alarm and fire protection systems.
- Plans, supervises and implements the public education program for citizens.
- Conducts or coordinates educational fire prevention programs, lectures and demonstrations upon request.
- Inspects commercial, industrial and institutional buildings and site plans for fire hazards and general compliance with fire prevention codes.
- Supervises fire investigation/cause and origin.
- Interview, interrogate, and arrest suspects.
- Answers inquiries from the public regarding fire prevention practices.
- Inspects and issues all permits required by the fire code, occupancy, blasting and fireworks.
- Conducts evaluations of subordinates.
- Oversees assigned budget.
- Makes recommendations concerning amendments and improvements in fire prevention and building codes and other regulating ordinances affecting fire prevention, safety and fire and rescue programs.
- Responsible for obtaining information on assigned grants.
- Communicates and coordinates with volunteer members and volunteer officers.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and/or experience equivalent to a Bachelor's Degree in a related field is required. EXCELL Academy as offered by the City of Winchester. Extensive experience in fire suppression, fire prevention, rescues and hazardous materials are preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's licenses. Possess valid and appropriate certificates for the following: Firefighter II, Instructor I, Mayday Firefighter Down, Emergency Vehicle Operator Course Level III. Certificates must be available and recognized by the Commonwealth of Virginia. Requirements specified in the NIMS compliance manual. Must hold certificates in, Investigations (1033), Inspections (1031) and Fire Educator as approved by the Virginia Department of Fire Programs Fire Marshal Academy. Must maintain a certificate in Basic Law Enforcement from Virginia Department of Criminal Justice Services.

Note Previous ALS Incentive pay will not be reduced at this level.

Language Skills: Ability to read and comprehend laws and policies. Ability to write documents of all types using proper grammar, punctuation and spelling. 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, fire prevention, and law enforcement including inspection methods, fire hazards and methods of eliminating hazardous conditions. Thorough knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements. Some knowledge of electrical wiring systems and their capacities. Administrative ability. 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: 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:



Craig S. Gerhart, City Manager
September 30, 2011