

Classification Title: Deputy Fire Marshal

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Performs mandated periodic fire prevention inspections on existing facilities and inspections of new construction. Maintains occupancy records and issues fire code permits. Responds to emergency scenes and provides technical support. Conducts fire origin and cause investigations. Assists with training events.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Provides fire code enforcement in existing facilities, either scheduled or unannounced, to identify violations. Issues permits as requested. Records and enters findings in databases and sets re-inspection dates.
2	L	Inspects new construction, alterations and renovations of existing facilities. Conducts walk-through inspections. Meets with trades inspectors to view items and construction features to ensure compliance with codes and standards. Conducts pre-inspections meetings.
3	S	Reviews plans for new and existing construction. Performs site plan reviews of facilities prior to construction. Reviews proposed residential subdivision plans for determination of rescue vehicle access.
4	V	Responds to fire scenes and inspects and investigates sites for fire origin. Re-creates fire scenes and interprets burn patterns and fire travel indicators. Prepares detailed reports and may testify in the courtroom.
5	S	Issues permits as required by state law which could include occupancies and public fireworks displays. Coordinates activities with other permitting agencies.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Fire Prevention, Fire Science or related field.
Experience	Four years of experience in fire service.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	North Carolina Fire Inspector Level III Certification, Firefighter Level II Certification, Hazardous Materials Operations Level I Certification. A valid driver's license and a "safe" driving record required
Reading	Intermediate
Math	Advanced
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Fire investigative equipment, communications equipment, vehicle, cameras, electrical diagnostic equipment, measuring equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Businesses, fire scenes, construction sites, and other facilities.

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, self contained breathing apparatus, half-face respirator