

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT FIRE MARSHAL
DEPARTMENT: FIRE
REPORTS TO: FIRE MARSHAL

JOB CODE: 3141
DATE: 2/11

JOB SUMMARY:

Inspects buildings, storage sites, and other installations for compliance with local, state, and federal fire prevention laws, ordinances, and codes aimed at improving and maintaining public safety and security through inspections and fire prevention programs.

ESSENTIAL JOB FUNCTIONS:

Conducts fire and arson investigations of all fires within the city to determine the origin and cause, including analyzing the scene, collecting evidence, conducting interviews and interrogations, writing reports, and presenting court testimony; works with insurance companies, independent investigators, the Police Department, and the State Fire Marshal's Office.

Conducts plan reviews for code compliance for new and renovated automatic sprinkler systems, fire alarm systems, special hazard suppression systems, and cooking suppression systems.

Conducts inspections for code compliance for new and renovated automatic sprinkler systems, fire alarm systems, special hazard suppression systems, and cooking suppression systems.

Conducts inspections of new and existing buildings to ensure fire and life safety code compliance in accordance with state and local codes, standards, and ordinances.

Investigates code violation complaints from the community and suppression staff.

Provides fire and life-safety code interpretation to members of the department and community.

Prepares written letters and reports on all inspections, plan reviews, and investigations.

Processes applications for fire prevention permits and coordinates inspections.

Maintains the National Fire Incident Reporting Software (Firehouse).

Conducts quality assurance reviews of the National Fire Incident Reporting Software (Firehouse) entries.

Prepares statistical reports to senior staff and other members of the department based on NFIRS reporting.

Analyzes water supply to determine suitability for fire protection for new development.

Assists with fire prevention education program delivery to members of the community.

Responds to and assists at fire, rescue, medical, and hazardous materials incidents as needed.

Performs the duties of the Fire Marshal in his or her absence.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

Multi-Gas Meters

Hand Tools

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree in Fire Protection\Engineering, and two years of experience in the area of fire suppression or any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

Licenses and Certifications:

Valid State of New Hampshire Driver's License.
New Hampshire Level II Firefighter Certification.
NFPA Certified Fire Inspector (desirable)
IAAI Certified Fire Investigator (desirable)
Nationally Registered EMT-B (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Fire dynamics, fire patterns, building systems, electricity, fuel gas systems, human behavior, legal considerations, evidence collection, photography, and interview and interrogation techniques.

National and state reporting requirements for NFIRS.

Water supply requirements for different developments.

Key fire prevention initiatives.

Principles and practices of modern firefighting techniques and equipment.

Techniques of fire safety and prevention, including inspection methods, construction and occupancy of buildings, fire hazards, and methods of eliminating hazardous conditions.

Principles and practices of fire safety and inspection.

Applicable state, federal, and local laws, rules, and regulations.

Computer and technology applications related to the work.

Skill in:

Reading and interpreting plans.

Interpreting and applying codes and standards to new and existing structures during inspections.

Understanding proper system installation and operation.

Writing clear, accurate, and concise documents to articulate investigation and inspection findings.

Operating module in Firehouse Software for occupancy tracking.

Operating Firehouse Software at an administrator's level.

Applying national and state requirements for NFIRS to the quality review of incidents logged by members of the department.

Understanding and applying reporting module to obtain necessary information as requested.

Analyzing existing city supply system to determine the suitability of protection for new or renovated structures.

Educating the public to protect against fire and life safety hazards.

Operating in the incident command/management system as required.

Operating as a firefighter and emergency medical technician as required.

Assuming the responsibilities of the Fire Marshal in his or her absence.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Communicating clearly and effectively.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Understand and follow departmental policies, rules, and instructions.

Analyze situations and take effective courses of action.

Understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Read and interpret documents such as building plans, safety rules, operation and maintenance instructions, and procedure manuals.

Speak effectively before groups of employees or public groups and respond to questions.

Write technical reports, correspondence, and procedure manuals.

Solve practical problems and deal with a variety of discrete variables in situations where only limited standardization exists.

Handle irate, violent, or uncontrollable people when necessary.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk, hear, taste, smell, and use hands to finger, handle, or feel.

While performing the essential functions of this job, the employee is frequently required to lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently exposed to flames, smoke, extreme hot or cold conditions, work near moving mechanical parts, work in high precarious

places, hazardous materials, risk of electrical shock, highly contagious and/or infectious diseases through close contact with patients and/or contaminated body fluids, and violent and uncontrollable individuals.

Working time may occasionally require irregular hours and shift times.

The incumbent's working conditions vary from an office environment to potentially very loud situations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.