

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FIRE MARSHAL
DEPARTMENT: FIRE
REPORTS TO: DEPUTY FIRE CHIEF

JOB CODE: 3140
DATE: 4/11

JOB SUMMARY:

Plans, directs, organizes, and controls the operations of the Fire Prevention and the Fire Alarm Bureaus. Duties include oversight on all activities related to federal, state, and city fire prevention and life safety codes, ordinances, and laws to ensure compliance; inspects buildings, storage sites, and other installations for compliance and developing fire prevention programs.

ESSENTIAL JOB FUNCTIONS:

Oversees and conducts the investigation of all fires within the city to determine the origin and cause of the fire, including response to the fire, evidence collection, scene analysis, witness and suspect interviews, documentation and report writing, and interaction with police, state fire marshals, private investigators, and news media.

Testifies in criminal or civil proceedings as necessary.

Oversees and manages the day-to-day operation of the Fire Prevention Bureau; manages the operational budget of the bureau, including training, education, research, professional memberships, tools, and equipment.

Serves as liaison for the Fire Department and the Fire Prevention Bureau to the city's Code Administration Department, Planning Department, Engineering Department, and the Police Department when investigating fires of incendiary nature.

Participates in the intervention process necessary when dealing with juveniles who use fire inappropriately, including one-time educational meetings and participation in court proceedings.

Oversees and conducts inspections of existing buildings within the city in accordance with codes and standards as adopted within the city and state of New Hampshire, including scheduling and performing inspections and researching and documenting inspections; writes inspection reports and follows up until noted violations are abated.

Oversees and conducts the ongoing Fire Prevention Permit program of all new installations of fire alarm systems, automatic extinguishing systems, commercial cooking hood and duct systems, propane storage systems, underground storage tank removals, placement of foster children, residential placement inspections, and woodstove installations; schedules meetings to discuss conceptual designs, reviews plans, inspects sites during installation, and conducts acceptance tests.

Oversees and participates in the delivery of public education to the community.

Participates in the planning process within the city as it relates to the Fire Department; offers opinions on aspects of new construction and developments in the areas of access, construction requirements, water supply, and overall site layout; attends meetings, including Development Review Team meetings, Planning Board meetings, and Zoning Board meetings.

Participates in the traffic management process within the city as it relates to emergency response to properties as well as delivery of patients to the hospital; attends and participates in permanent and ad hoc committees.

Contributes to the overall administrative duties of the Fire Department.

Performs special assignments and other duties as assigned.

MATERIAL AND EQUIPMENT USED

Fire Emergency Equipment
Multi-gas Meters
Still Cameras
Video Recorders
Digital Laser Measuring Tools

Hand Tools
SCBA Equipment
Hand Power Tools
Voice Tape Recorders

Radios
Ladders
Cell Phones
Computers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: Bachelor's degree in Fire Engineering, Fire Science, Public Administration or Management and four years experience in the area of fire suppression and extinguishment or fire prevention with at least one year at a supervisory level or any combination of education, training and experience which provides the required knowledge, skills and abilities needed for the job.

Licenses and Certifications:

N.H. Firefighter II certification
Certified Fire Inspector (desirable)
Certified Fire Investigator (desirable)
Fire Officer II Certification (desirable).

Valid Driver's license
N.H. EMS Provider's license

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic fire science.

Fire Department operations.

Basic scientific methods of problem solving.

Evidence collection techniques.

Interviewing techniques.

Building construction, electricity, and mechanics.

Arson investigation techniques.

Juvenile law, the juvenile justice system, adolescent development, and the school system.

NFPA and ICC codes, state RSAs, city ordinances, subdivision regulations, and zoning regulations.

Permit processes within the Fire Department and code administration.

Fire safety and emergency medical skills.

Planning Board processes, the city's Traffic Management Policy, the city's response routes, and traffic flow models.

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

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

Skill in:

Interpersonal relations, goal setting, mentoring, coaching, and discipline.

Budget management.

Working with other city departments.

Conducting site visits.

Applying appropriate codes to proper occupancy types.

Working with installers, engineers, architects, and designers.

Interpreting drawings, sketches, and plans.

Maintaining workload within time constraints while responding to emergencies.

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

Applying logical thinking to solve problems or accomplish tasks.

Understanding, interpreting, and communicating complicated policies, procedures, and protocols.

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

Communicating clearly and effectively, orally and in writing.

Mental and Physical Abilities to:

Understand and follow departmental policies, rules, and instructions.

Analyze situations and take effective courses of action.

Write technical reports, correspondence, and procedure manuals.

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

Speak effectively before groups of employee, the City Council, and public groups and respond to questions.

Read, analyze, and interpret professional periodicals, journals, technical procedures, and government regulations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

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

Remain calm and analyze situations, both emergency and routine, efficiently and accurately, in order to objectively stabilize situations and to determine best courses of action.

Handle irate people when necessary.

Safely operate emergency vehicles and their equipment, especially under stressful and/or dangerous conditions.

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 or crawl, talk or hear, taste or smell, lift and/or move up to 100 pounds, and use hands to finger, handle, or feel.

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 exposure to violent and uncontrollable individuals.

Working time may occasionally require irregular hours and shift times.

Incumbent's working conditions are typically quiet, but may become very loud responding to emergency calls and at the scene of a fire or other emergency.

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.