

## **SENIOR DEPUTY FIRE MARSHAL**

### **JOB PURPOSE AND SUMMARY**

Responsible for improving standards of public safety through fire prevention activities and securing compliance with fire prevention laws, ordinances and standards. Investigates the origin and cause of fires and performs follow-up investigation as required. Presents public education programs and answers specific requests for assistance from the public.

Sr. Deputy Fire Marshals are on a 24-hour, seven day rotation for fire investigative purposes. Hours not included in the normal 40 hour work week are paid as standby.

### **CLASSIFICATION DISTINCTIONS**

This is the senior level in the Deputy Fire Marshal job family. The Sr. Deputy Fire Marshal classification is distinguished from the first level by the advanced work performed. Incumbents must have extensive and advanced knowledge in all areas of fire inspection and investigation, and be trained as specially commissioned officers with regard to fire investigations. At the Sr. Deputy Fire Marshal level, incumbents are expected to possess all requisite knowledge, skills, and ability to handle the full range of work in the job family. Incumbents work with significant independence.

Work is performed under general supervision of the Fire Marshal and is reviewed through periodic conferences, reports and through the adequacy and accuracy of the resultant records, reports, and functions.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Inspects premises of all new and existing commercial occupancies for compliance with county, state and federal laws, codes, ordinances and regulations.
- Inspects and approves fire extinguishing, protection, signaling and special systems to insure operability and compliance with approved plans and standards.
- Reviews and approves plans for new building construction, fire protection systems and land use applications for compliance with codes, regulations, ordinances, etc.
- Conducts origin and cause fire investigations. Performs follow-up investigation as needed for those fires which are determined to have other than an accidental or providential cause. These investigations may require working evenings, weekends and holidays during inclement weather on a rotating shift basis.

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- Provides a lead role for various program areas such as new construction, existing occupancy inspections, fire investigations, and hazardous materials. Participates in defining the goals and objectives and develops policies and procedures for these programs. Responsible for the day-to-day operation of the program, scheduling inspections, plan reviews, follow-up investigations, etc. May have one or more inspectors or other Deputies assigned to a program.
- Participates in fire prevention education programs which may include public presentations at schools, businesses, civic organizations or other audiences. These programs often require cooperation with the news media.
- Maintains a current knowledge (and or certifications) of changes in applicable codes, laws, ordinances and standards.
- Prepares detailed reports on all work performed.
- Expresses a courteous and helpful attitude when dealing with the public and other departments or agencies.
- Maintains effective working relationship with State Fire Marshal's Office, County Fire Districts, County Sheriff's Office, County Prosecutor's Office, insurance companies and related agencies.

**QUALIFICATIONS**

- Five years of professional fire service experience with a fire fighting background and career emphasis in any combination of fire inspection, fire investigation, commercial plan review (fire related) or public education.
- Completion of or significant study towards a recognized degree program in fire science, administration or a closely related field at an established college or university may be substituted for experience on a year for year basis up to a maximum of two years.
- Volunteer or part-time fire service experience may be substituted for career experience at the rate of two years volunteer or part time for one year of career experience. Experience in an occupationally related field may be considered as career experience.

-AND-

International Code Council Fire Inspector II certification.

-AND-

International Code Council Fire Plans Examiner certification.

Deputy Fire Marshal

-AND-

Completion of an approved course of instruction for meeting the law enforcement requirements for Fire Marshals in accordance with RCW 43.44.050(6) within 2 years of the date of employment is required.

-AND-

Certification in fire investigation from a recognized organization such as the National Association of Fire Investigators, International Association of Arson Investigators, IFSAC, etc., as approved by the Fire Marshal.

-AND-

Possession of a valid motor vehicle operator's license.

**Knowledge of:** fire prevention laws, codes and standards; laws which affect fire prevention inspections, fire scene examination and criminal investigations; law enforcement techniques.

**Ability to:** express oneself clearly and concisely, both orally and in writing; carry out written and oral instructions; enforce laws, ordinances, codes and regulations with firmness, tact and impartiality; recognize and define fire hazards or conditions which do not meet the conditions of the applicable code or standard and to recommend effective remedial measures; review plans for building, fire protection systems, special systems or uses and land use applications for compliance with applicable fire codes, ordinances, standards, etc.; investigate thoroughly and completely the origin, cause and circumstances of all types of fires occurring in or on fixed or mobile properties; develop, follow through, compile and present prosecutable cases for fires which involve criminal action; work on an on-call rotating schedule involving fire investigations during off-duty hours; prepare and present fire prevention, educational and informational programs to targeted audiences of varying ages and interests.

Revised: 12/1991, 04/2005, 09/2006, 01/2017  
Office use: 06/20/00