

FIRE MARSHAL

DEPARTMENT : **FIRE RESCUE**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **IAFF Local #66**

GENERAL DESCRIPTION OF DUTIES

Highly technical, specialized supervisory work under the general direction of the Chief of Fire Services mainly concerned with commercial inspections, enforcement of rules, laws and ordinances, fire prevention and promoting the development and use of effective fire prevention methods. Duties include but are not limited to the following: enforces local and State codes and the standards pertaining to design and maintenance of buildings and the processes and materials contained therein; promotes effective and efficient operation of the Fire Prevention Bureau involving programming, planning and supervising a comprehensive public education program for the reduction of fire hazards and for identification of the causes of fires; prepares and provides continuing education seminars, training sessions and information programs for local industries and civic and community organizations; prepares and submits to the Chief of Fire Services for review reports on enforcement and fire prevention monthly, semi-annually and yearly; instructs and supervises department personnel and others in fire prevention practices; prepares and maintains records on fire incidents; provides technical assistance in the design of buildings and processes and reviews blueprints and actual construction to ensure compliance with nationally recognized standards for fire and building codes; participates in the investigation of fires, checking for evidence of arson and fire law violations, estimating damage resulting from the fire and assisting in prosecution of violators; acts as licensing agent of State, county and local jurisdictions for health care, education, liquor and theater occupancies; other duties as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES (Illustrative Only)

These essential functions are derived from the performance objectives stated in NFPA 1001, Standard on Fire Fighter Professional Qualifications along with local jurisdiction standards.

A Fire Marshal candidate shall possess and maintain a sufficient physical fitness level to perform the following functions with safety and competency:

1. Operate both as a member of a team and independently at incidents of uncertain duration.
2. Tolerate extreme fluctuations in heat (up to 400 degrees F) and humid (up to 100%) atmospheres while wearing full turnout gear and S.C.B.A.
3. Sufficient dexterity and hand/eye coordination to safely operate manual and power equipment in the performance of fire rescue, inspection and investigation duties.

4. Hoist, carry, and move equipment weighing up to 125 pounds for fire, rescue and investigation to upper floors of multi-story buildings.
5. Climb and work off ground and aerial ladders at heights up to 105 feet, at fire scene and in training.
6. Make rapid transition from rest to maximal exertion without a warm-up period.

A Fire Marshal candidate shall possess and maintain sufficient mental fitness to perform the following functions with competency:

1. Perform complex tasks during life threatening emergencies.
2. Work for long periods of time, requiring sustained physical activity, intense concentration and function in extremely hazardous environments of toxic gases, cold, heat, falling debris and other life threatening

conditions at a fire scene or during fire investigations.

3. Face life or death decisions during emergency conditions.
4. Face exposure to toxic chemicals or agents during the course of duty.
5. Operate in environments of high noise, poor visibility, limited mobility, dust, fumes, gases, at heights and in enclosed or confined spaces.
6. Rely on senses of sight, hearing, smell and touch to help determine the nature of emergency, maintain personal safety, make critical decisions and perform thorough fire investigations and inspections.
7. Manage specific programs, including computer software implementation and fire/communications incident review and recordkeeping.
8. Prepare budget request for areas of responsibility, incorporate into final budget and monitor expenditures.

MINIMUM QUALIFICATIONS

1. High school graduate plus a minimum of nine (9) years with WFR
OR
Associate's Degree from an accredited college or technical school in fire science or closely related field with minimum seven (7) years with WFR
OR
Bachelor's Degree in fire science or closely related field from an accredited college or university with minimum of five (5) years with WFR
OR
Any equivalent combination of education, experience and years of service with WFR that provides the knowledge, skills and experience to perform the essential functions of this position.

Years of service will be determined by deadline date for resumes. Determination of related degree, education accreditation and equivalency is up to sole discretion of Human Resources and fire management.

2. Course work and training in fire inspection, prevention and investigation.
3. Knowledge of Fire Prevention Bureau.
4. Emergency Medical Responder Certification at least at First Responder level or as required by department.
5. Must obtain nationally recognized certification within two (2) years of appointment to the position for the following: Fire Inspector I, Fire Inspector II; Fire Plans Examiner; Fire Investigator I.

Must obtain International Association of Arson Investigators (IAAI) Certified Fire Investigator within five (5) years of appointment.
6. State of Iowa Class D driver's license and good driving record based on City of Waterloo driver performance criteria.
7. Knowledge of modern principles and techniques involved in recognition of life safety hazards and the ability to abate these hazards in an acceptable manner.
8. Knowledge of potential hazards of a wide variety of chemicals, flammable and combustible liquids, explosives and similar materials.
9. Knowledge of State and City of Waterloo laws and ordinances pertaining to life safety and department rules and regulations.
10. Knowledge of building construction, maintenance and related principles and techniques and City geography.
11. Ability to establish and maintain effective working relationships with property and business owners and occupants, City officials, other City departments and the public.
12. Ability to plan, assign and supervise the work of subordinates and enforce regulations firmly, impartially and tactfully and accept lines of authority.

13. Ability to communicate clearly and concisely orally and in writing and promote public cooperation of fire prevention goals.
14. Ability to make presentations before civic and community groups, businesses and school children.
15. Ability to prepare technical reports in a timely manner.
16. Ability to function as Safety Officer at large fire incidents.
17. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

18. Must comply with the City of Waterloo Residency Policy For Critical Employees (must live within ten-mile radius of Waterloo City Hall or twenty-mile radius for some current employees based on employment date).
19. Required to submit to Civil Service Examination procedures including written and oral examinations.

WORK SCHEDULE

Normally scheduled 8:00 a.m. to 5:00 p.m. Monday-Friday, but will work as needed weekends, evenings, nights, holidays for fire emergencies and investigations. May also be required to work on shift as needed.

FIRE MARSHAL DESCRIPTION 16 August 2016