CITY OF DURANT
JOB DESCRIPTION

Title:	**Fire Marshal**	FLSA Status: Non-Exempt
Department:	Fire	
Reports To:	Fire Chief	

POSITION SUMMARY

To provide a pro-active fire prevention program to include building inspection, enforcement of applicable codes and ordinances, conducting fire safety classes, and fire investigations. The Fire Marshal shall receive direction from the Fire Chief.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Perform and coordinate inspections of fire protection systems and equipment; inspection activities for various new construction projects; inspection of businesses prior to issuance of business Certificate of Occupancy; prepare a variety of reports as required.
2. Review and evaluate construction plans for various buildings, architectural plans, and fire protection systems to ensure compliance with applicable fire codes and regulations.
3. Address compliance issues with Federal, State, and local codes applicable to fire safety; recommend policies, procedures, and ordinance revisions as necessary.
4. Verify through on-site inspections that required facilities have prepared pre-fire plans which meet fire safety standards.
5. Develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents and related activities as required.
6. Conduct fire and arson investigations to determine the origin and cause of fire incidents that cannot be determined or are of incendiary nature. Follow proper chain-of-custody procedures for evidence collection and participate in prosecution activities as required.
7. Conduct interviews with bystanders and personnel at fire scenes; document fire scenes with photographs, sketches, and diagrams.
8. Conduct follow-up investigations as required. Prepare reports on investigation activities performed; assist in the prosecution of violators.
9. Coordinate and maintain a variety of fire safety and prevention programs.
10. Prepare and present educational presentations regarding general fire safety, proper use of fire extinguishers, alarm systems, and chemical storage safety precautions.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of Fire Behavior and building construction
2. Knowledge of fire investigation and documentation
3. Knowledge of pertinent Federal, State, and local laws codes, and regulations including those about fire prevention.
4. Knowledge of department policies, rules, and regulations.
5. Ability to prepare clear and concise operational work records and reports.
6. Ability to properly interpret and enforce applicable laws, regulations, and policies.
7. Ability to review and interpret new construction and remodel plans, emergency plans, and calculate occupancy loads.
8. Ability to conduct thorough fact-finding investigations and enforce regulations firmly, tactfully, and impartially. Communicate clearly and concisely, both orally and in writing.
9. Ability to establish and maintain effective working relationships with those contacted in the course of work.
10. Ability to establish and maintain cooperative working relationships with public safety and emergency service agencies.
11. Ability to properly plan, implement, and evaluate effective fire prevention programs.
12. Ability to file, record, and document reports.
13. Ability to maintain effective audio-visual discrimination and perception needed for:
    a) Making observations
    b) Communicating with others
    c) Reading and writing
    d) Operating assigned equipment and vehicles
    e) Exercising sound judgment and rational thinking
    f) Evaluating various options and alternatives, choose an appropriate and reasonable course of action

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work is performed in both inside and outside environments.
- Work may require frequent standing, walking, and bending.
- May be exposed to repetitive motion, vision to monitor, hazardous materials, dangerous machinery, and potential physical harm when responding to fire and rescue emergencies.
- Must have the ability to wear SCBA.

MINIMUM REQUIRED QUALIFICATIONS

· Ability to meet the standards as required by the Oklahoma Firefighters Pension and Retirement System.

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience:
Five years of increasingly responsible fire fighting or investigation experience.

Training:
Education equivalent to High School Diploma.
Advanced training in fire fighting and prevention, fire investigation, safety, or related field is desirable.

Licensure or Certification:
1. Possession of or ability to obtain, an appropriate, valid Oklahoma driver's license.
2. Possession of or ability to obtain, an appropriate, valid Fire Inspector I Certification within two years.
3. Possession of or ability to obtain, an appropriate, valid CPR Certification, and First Responder Certification within two years.
4. Possession of certification in Fire Cause and Determination
5. Possession of or ability to obtain Cleet Certification if requested.