CITY OF ROSWELL

Equal Opportunity Employer

Fire Department

Deputy Fire Marshal

SUMMARY: Under basic supervision, performs fire prevention and investigation activities for the Roswell Fire Department: investigates arson and hazardous material incidents; inspects businesses, and enforces fire and safety code compliance to protect the lives and property of the City residents.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

REQUIREMENTS:

- Applies moderately complex fire science principles and practices to the inspection of commercial properties; verifies compliance with state and local fire and safety codes.
- Evaluates construction specifications, development plans, and fire protection systems for compliance to fire and safety codes.
- Performs duties within scope of authority and training, and according to RFD policies and procedures.
- Interprets and explains codes, regulations, permit, and code enforcement rules, and related policies and procedures to developers, contractors, property owners, and the general public.
- Assists with the investigation of arson, bomb threats, hazardous materials and suspicious fire incidents; reviews evidence and verifies information on the investigation and resolution of criminal incidents.
- Works with law enforcement and other agencies to investigate crime scenes and coordinate enforcement activities.
- Plans and coordinates fire prevention and safety classes for schools and community groups.
- Prepares reports on investigation findings.
- Supports the relationship between the City of Roswell and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:
High School Diploma or GED equivalent; AND one years of experience as a Firefighter or Code Enforcement Officer; OR an equivalent combination of education, training, and experience.

Knowledge Of:
- City policies and procedures.
- Fire Department Standard Operating Procedures, Code of Conduct, policies, and procedures.
- Record keeping and file maintenance principles and procedures.
- Federal, state, and City safety rules and regulations, and state and local building codes.
- Federal, state and local building codes, fire safety regulations, and engineering standards.
- Methods and techniques of building construction and inspection.

- Principles and practices of modern fire investigation and prevention.
- Record keeping and file maintenance principles and procedures.
- Methods, practices, and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.

Skill In:
- Inspecting buildings and facilities for fire and safety code hazards, and construction standards.
- Interpreting and applying safety standards, state and Federal rules and regulations, and City policies.
- Investigating and securing crime scenes; recognizing evidence and causes of crime, death and accidents; documenting crime scene details; and collecting and preserving evidence.
- Examining building plans and technical drawings.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

LICENSE AND CERTIFICATION REQUIREMENTS:
- Must possess Firefighter 1 & 2with IFSAC or Pro Board Seal Certification
- Must possess or obtain within one year of promotion IFSAC Fire Instructor I or equivalent.
- Must possess or obtain within one year of promotion IFSAC Fire Officer I or equivalent.
- Must possess or obtain within one year of promotion IFSAC Fire Inspector I or equivalent.
- Must possess or obtain within one year of promotion IFSAC Fire Investigator I or equivalent.
- Must possess and maintain a valid Class E driver's license issued by the State of New Mexico and be insurable by the City's insurance carrier.
- Possess and maintain, as a minimum, a valid certification as an emergency Medical Technician – Basic (EMT-B) issued by the State of New Mexico.
- Must possess and maintain good health and freedom from physical defects so as to be able to acquire the degree of physical strength and agility necessary to perform heavy manual tasks in emergency situationsand under adverse conditions.
- Must be able to pass the physical assessment as outlined in the RFD Rules and Regulations.
- Must conform to Article XXIII of the CBA between City of Roswell and IAFF Local 1249.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed in office, and emergency scene environments.

PRE-EMPLOYMENT REQUIREMENTS:
- Must be able to pass a rigid background investigation including work history, criminal records, driving records, and other records deemed necessary.
- Must pass a pre-employment drug screen administered by a City-designated facility.
- Must pass a pre-employment physical examination administered by a City-designated facility

CONDITIONS OF CONTINUED EMPLOYMENT:
Incumbents and candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.