

# **BAINBRIDGE ISLAND FIRE DEPARTMENT**

## **JOB DESCRIPTION: Deputy Fire Marshal**

### **Summary:**

- Official Job Title: Deputy Fire Marshal
- Classification: Salaried, non-uniformed position, overtime eligible, union represented
- Reports To: Deputy Fire Chief
- Effective Date of Job Description: April 19, 2018
- Salary Range: Per Non-Suppression Collective Bargaining Agreement
- Benefits: Standard medical, dental and retirement package

### **Major Function and Purpose:**

The Deputy Fire Marshal provides a wide range of risk reduction services in support of the Department's fire prevention and community risk reduction efforts. The position is primarily intended to perform plan review, new construction inspections, permitting, and other fire code services in support of the Department's service contract with the City of Bainbridge Island. Additionally, the Deputy Fire Marshal will support the Department's efforts in community risk reduction.

### **Reporting Relationships:**

The Deputy Fire Marshal reports directly to the Deputy Fire Chief. Based on work assignments and workload parameters established in order to meet objectives as determined by the Deputy Fire Chief, this individual is expected to balance and prioritize assignment requests from Department members in order to adapt to Department needs.

### **Job Duties:**

Following are examples of duties and responsibilities.

#### **A. Plan Review**

- Perform plan review for compliance with the adopted Fire Code and other national, state, and local codes and standards. Conducts and/or manages the plan review process for the following varying types of projects, including but not limited to: residential, commercial, industrial, land use development, fire protection systems, utilities and other infrastructure.
- Participates in meetings to provide permit applicants, contractors, developers, and others with critical information about permit requirements, code requirements, best practices, and other relevant information such as emergency vehicle access, fire flow, and fire protection system standards.

## B. Inspections

- Conducts field inspections and tests for new or retrofitted structures and facilities to ensure fire protection systems are installed and function according to approved plans.
- Conducts inspections of construction projects for code compliance and permit requirements.
- Inspects new subdivisions, short plats and any other land developments for emergency vehicle access, fire flow, and other requirements.
- Coordinates annual inspections of fire hydrants and follows up with water purveyors to ensure hydrants are maintained and working properly.
- Administers the Operations Permit program for commercial occupancies including new permit inspections, as directed.
- Special event permitting and inspections.

## C. Community Risk Reduction

- Support the Department's Community Risk Reduction efforts by conducting classes, carrying out programs, and training in identified areas of risk to the community.
- Maintains records and analyzes data to assist in program evaluation and development.

## D. Financial Support

- Responsible to propose, submit, and manage a budget within areas of responsibility.

## E. Other Responsibilities

- May test or oversee tests of water systems to determine fire flow capabilities.
- Assists in code development.
- Assists the Firefighter/Inspector with code interpretations, inspections, and compliance issues.
- Assists with training personnel on fire code topics and fire protection systems.
- Assists with pre-incident planning.
- Assists in ensuring map-related products are kept up-to-date.
- Other duties and special projects as assigned.

## **Qualifications:**

### **(1) Required Qualifications:**

- Must possess a Fire Inspector II certification issued by the International Code Council within one year of hire date.
- Must have thorough knowledge of the International Fire Code, the International Building Code, NFPA Standards and all other related codes and standards.
- Knowledge of basic hydraulic principles to review fire flow calculations and familiarity with building construction and/or land development techniques.
- Previous work experience in developing and implementing life safety and/or fire protection policies, standards, and codes.
- Excellent communication skills and the ability to work effectively with diverse individuals and groups including staff, volunteers, public officials, members of the development community, and citizens.
- Experience and skill in delivering services that meet and often exceed customer expectations.
- Skill in managing work programs, projects, and budgets and in achieving results.
- Familiarity with computers and software, especially for conducting electronic plan review
- Valid Washington State driver's license within 10 days of the date of hire.

### **(2) Desirable Qualifications:**

- Five years of work experience in conducting fire code-related plan reviews and on-site construction inspections.
- An AA degree or higher level of education in any fire service or related field such as fire science, construction management, etc.
- Previous work experience in one or more of the following positions: construction project manager, community planner, plan reviewer, building code enforcement official, fire marshal, fire safety inspector, and/or fire protection system engineer.

### **(3) Personal Attributes:**

This position requires a mature, self-confident individual who has the interpersonal skills to work well with all members of the organization and the general public. The individual is expected to work with limited supervision, demonstrate initiative on projects, and

show a willingness to learn new information, be a problem solver, and exercise good judgement. The individual should be:

- dependable and able to maintain their emotional self-control in all situations.
- should be able to accept advice and coaching from others, follow rules and regulations, and adapt to changing working conditions.
- should convey a positive, professional attitude and contribute to the general well-being of the Department.
- should embrace the mission, vision and values of the Department.
- should be dedicated to continuing their education and applying new ideas and techniques.

**Working Conditions and Other Information:**

Working conditions are typically in office or meeting environments. There are also on-site inspections of new construction projects and commercial occupancies which may require the ability to negotiate uneven surfaces, climb ladders, etc. May be required to wear personal protective equipment including, but not limited to, helmet, safety glasses, hearing protection, steel-toed footwear. Desk work or computer terminal work may be for extended periods of time.

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This job description does not constitute an employment agreement between the Employer and the Employee and is subject to change as the needs of the Employer and requirements of the job change.