



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### FIRE MARSHAL

**Department:** Fire Rescue

**Pay Grade:** 119

**FLSA Status:** Exempt

**Job Class:** 3155

**Risk Code:** 7704

#### JOB SUMMARY

Responsible for planning, directing, and leading the activities of the fire prevention division in fire rescue.

#### ESSENTIAL JOB FUNCTIONS

- Participates as a member of the senior department management staff developing short- and long-range goals for the department.
- Provides assistance with the development of strategies, implementation, and resources to achieve goals. Collects and analyzes data and formulates recommendations based on research.
- Serves as the County Fire Marshal as outlined in Chapter 8 of County Code of Ordinances as defined by Florida Statue, Chapter 633.
- Coordinates with other management staff members to ensure compliance with local, state, and national laws, standards, and guidelines. Maintains a positive relation with community, agencies, and other county departments.
- Provides a positive example for staff under charge regarding work ethic, attitude, professional ethics, and knowledge of the codes, interpersonal interactions, and mutual respect.
- Manages the preparation, review, and administration of yearly and long-range budgets for the fire prevention division to ensure optimum efficiency and effective use of funds and resources.
- Approves and manages purchases for the fire prevention division and prepare expenditure reports.
- Manages the establishing of objectives and goals for the personnel under his/her supervision to achieve the most effective operation possible. Encourages professional and leadership capabilities of staff.
- Provides highly technical advisement and guidance and conveys interpretations in response to inquiries about permitting issues from the public, staff, and administration.

- Performs plans review and conducts inspection as necessary to accomplish overall department goals. Manages the effective quality assurance of services provided to both internal and external stakeholders.
- Oversees the development and training of current and future inspectors. Ensures all staff is current with adopted codes and changes regarding fire prevention.
- Communicates with contractors, engineers, and architects on projects regarding plans review and inspection process.
- Serves as the primary point of contact with the State Fire Marshal's Office on all fire-related death investigations and serious injuries. Assists state and local law enforcement officials regarding fire investigations and information request.
- Serves as the primary point of contact for compliance with the Insurance Services Office.
- Maintains and recommends department changes to procedures to remain in compliance with the Fire Suppression Rating Schedule. Coordinates closely with Operations and Training division regarding changes for compliance.
- Serves as program director and council chair for the Youth Fire-setting Intervention program and serves as the lead instructor and program development director.
- Identifies corrective actions that must be made in order to bring properties into compliance with applicable fire codes, laws, regulations, and standards and recommends modifications to jurisdiction's fire codes.
- Evaluates new building methods and materials to recommend methods for improving fire protection through promulgation and adoption of codes, changing of procedures and practices, and acquisition of fire equipment and supplies to be used by the Department in suppression and incident control.
- Provides highly skilled on-scene technical support and information on property fire protection features, equipment, or devices and structural conditions or hazards to command officers during major fires, hazardous materials incidents, or complicated or unusual rescue or emergency incidents.
- Prepares and presents various reports to the Fire Chief and/or federal, state, and local agencies as appropriate.
- Serves as a primary voting member on the Development Review Committee meetings, representing the fire department.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Required to respond to many different incidents such as residential structure fires, commercial structure fires, wildland fire, etc. to conduct origin and cause investigation.
- Response will include being on scene of active fires and assisting the incident commander during fire scenes.
- May be required to render emergency medical care upon arrival at emergency scenes.
- Required to utilize PPE including particulate masks, air masks, and breathing apparatus while working at fire scenes

- Required to actively utilize tools and equipment to dig and remove fire debris of active fire scenes. Removal of fire debris includes the active removal of item in order to recreate the fire scene.
- May be required to respond to other specialized calls in order to provide subject matter knowledge on active scenes pertaining to building construction, occupancy, or other items.
- Required to respond to disasters such as hurricanes, tornados, and other disasters as needed to serve as a member of the ESF staffing for Emergency Management and Operations.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for directly supervising employees assigned to the fire prevention division. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Fire Science, Fire Prevention, or related field or equivalent; and eight (8) years' progressively responsible experience in fire prevention; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Florida State Certified Fire Safety Inspector I and Florida State Certified Fire Inspector II.
- Florida Fire Service Instructor.
- Florida EMT or Paramedic Certification is required
- Florida State Certified Fire Investigator required.
- Fire Code Administrator preferred.
- Nationally Certified Fire and Explosive Investigator (NAFI) or Nationally Certified Fire Investigator (IAAI) preferred

#### **Knowledge, Skills, and Abilities:**

##### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to write speeches and articles for publication that conform to prescribed style and format.

- Ability to effectively present information and respond to questions from staff, customers, executive management, public boards, and the general public.

### **Mathematical Skills**

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **Problem-Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to participate in the development plans, policies, specifications, and programs for the training of division staff.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, or complex scientific/technical systems.

### **Specialized Skills and Abilities**

- Knowledge of fire prevention, fire protection systems, and building construction methods.
- Ability to read and interpret fire codes, ordinances, building codes, plans, and specifications.
- Ability to plan, develop and teach education materials and presentations for fire prevention, fire suppression, and public.
- Ability to communicate effectively, tactfully, and courteously with individuals and professionals in adverse situations.
- Ability to perform computer data entry using multiple software systems and Windows applications.
- Ability to effectively organize, direct, and accomplish tasks assigned to fire inspectors.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee is frequently required to stand, walk, or sit; to use hands to handle or feel.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives, risk of radiation, and vibration.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*