

ASSISTANT FIRE MARSHAL - 3209

General Definition of Work:

Performs difficult skilled technical work, overseeing and participating in the enforcement of building codes and related ordinances; assists with County fire prevention activities and investigation. Work is performed under the general supervision of the Fire Marshal.

FLSA: Non-exempt

Essential Functions:

- **Planning and participating in various inspection and code enforcement activities.**
- **Conducting fire prevention activities and investigations.**
- **Plans, coordinates and participates in the inspection and enforcement process of fire and life safety inspection activities with responsibility for enforcing the laws, ordinances and codes relating to construction in the County.**
- **Conducts in-depth review of plans submitted for industrial, commercial and residential construction to determine code compliance prior to issuance of building permits.**
- **Issues various permits as required by County codes and ordinances of industrial, commercial and residential construction.**
- **Preparing and maintaining appropriate reports, records and files.**

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Typical Tasks:

- Receives inspection requests and answers codes related questions from contractors.
- Issues stop work orders or official citations as appropriate.
- Issues citations and other notices of violation of the fire codes and related ordinances.
- Performs duties of the Fire Marshal when not available.
- Presents safety related training.
- Investigates fire scenes to determine cause and origin.
- Assists Fire Marshal in coordinating and monitoring activities of county fire service delivery agencies.
- Assists the Emergency Management Director and attends meetings as required or assigned.
- Performs work during emergency/disaster situations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of building and fire code enforcement; thorough knowledge of building, construction (including related electrical wiring and mechanical systems), engineering and structural engineering principles and practices; of the fire prevention code and practices, policies and modern principles, and techniques of fire prevention; of fire behavior and fire investigation techniques. Working knowledge of office equipment and computers and applicable software applications. Ability to supervise the work of subordinates; to establish and maintain effective working relationships with associates, County, state and federal officials, and the general public; to prepare and maintain accurate records and reports ; to present facts and recommendations effectively in oral and written form and firmness and tact in enforcing codes and ordinances; and to attend work regularly.

Education and Experience:

Requires graduation from high school supplemented by formal training in fire suppression methods and techniques and considerable experience as a fire inspector or safety inspector. An equivalent combination of education and experience may be considered.

Requires possession of level I standard inspection certification in the category of fire issued by the North Carolina Code Officials Qualification Board within one year of employment.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving

small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and wearing of self contained breathing apparatus and additional safety clothing and equipment when investigating fire or accident scenes. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Position is essential as defined by the Inclement Weather Plan. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

Possession of level III standard inspection certification in the category of fire issued by the North Carolina Code

Officials Qualification Board is preferred. Position requires some evening and weekend work and on-call duty rotation.

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