

**CITY OF BLACK HAWK
2024 Job Description**

JOB TITLE:	Fire Marshal	DEPARTMENT: Fire
REPORTS TO:	Fire Chief	EXEMPT: Yes
SALARY RANGE:	\$125,516 - \$175,723 / Annually	

SUMMARY:

Under the direction of the Fire Chief, the Fire Marshal performs fire inspections, plan review, system testing, and fire origin and cause investigation duties for the Fire Department. Assists the Fire Chief in the management and functions of the City fire inspections, plan review, and life safety programs. Schedules and performs annual fire inspections, new construction inspections and conducts plan reviews to assure compliance with the adopted fire codes. Participates in the development and maintenance of pre-incident plans. May be asked to respond to and investigate fire code compliance complaints. Prepares reports in regards to fire inspections, fire alarms, and assists with preparation for the adoption of new fire codes. Reviews alarm and activity reports to assist the Fire Chief in identifying preventative strategies to reduce false alarms. Identifies training needs and educational activities to maintain and improve professional skills of department members. Reads and studies trade journals and other related data to keep abreast of the latest information in this field of expertise. Requires a high degree of independent judgment, initiative, and understanding that must be exercised in customer service and code compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedules and performs annual fire inspections, re-inspections, and new construction fire inspections.
- Performs code compliance inspections and follow up inspections to assure compliance with adopted codes, national standards, and approved construction plans.
- Maintains detailed records of inspection activities.
- Compiles data, completes necessary reports, forms, computer input, and other documentation as needed.
- Authorizes and monitors temporary fire watch permits for compliance and record keeping.
- Performs technical reviews of site, construction, and fire protection system plans to confirm compliance with City laws, codes, and ordinances and provides detailed review reports to the Community Planning and Development Department.
- Provides consultation to local businesses and contractors in regards to projects and code compliance.
- Maintains records in regards to the City's Fee Schedule and prepares necessary documentation for the Finance Department to issue invoices.
- Responds to and resolves complaints from internal and external customers in a timely and accurate manner.
- Documents deficiencies and violations, and provides guidance for compliance.
- Represents the City to developers, the public, the business community, and other public agencies.
- May be required to prepare for and testify in civil or criminal court proceedings.

- Researches codes and standards to maintain knowledge and provide information to the City for potential code adoption.
- Assist in annual budget preparation.
- May be requested to respond to an emergency scene to evaluate life safety and suppression systems.
- Assist with community risk reduction presentations and programs as needed.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

EQUIPMENT USED

The Fire Marshal shall be capable of using a multitude of small equipment that may be required for the inspection and plan review processes.

MINIMUM QUALIFICATIONS:

To perform this job successfully, the Fire Marshal must have the ability to be a team player and establish and maintain an effective and responsive working relationship with peers, City officials, the community in general, civic leaders, and County, State, and Federal personnel. The Fire Marshal must be able to perform each essential duty satisfactorily with minimum supervision.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of modern fire prevention materials, procedures, techniques, and equipment.
- Knowledge of building, electrical, mechanical, and fire codes.
- Knowledge of inspection techniques.
- Working knowledge of fire suppression techniques and equipment.
- Knowledge of the code enforcement process.
- Knowledge of construction documents and drawings.
- Knowledge of general office equipment and record keeping.

May be subject to written, oral, physical, medical, and psychological examinations. Must submit to fingerprinting and to a detailed background investigation.

EDUCATION AND EXPERIENCE:

- Associates Degree in Fire Science or closely related field or 60 documented credit hours.
- Five years' experience in the fire inspection field required.
- Experience in inspection techniques and plan reviews.
- Experience in fire protection system testing.
- Additional education and experience in fire suppression, building construction, reading blueprints, and knowledge of building codes is preferred.
- Experience with Emergency Reporting records management system and BlueBeam preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Colorado Driver's License required with a good driving record.
- Must have and maintain certification by the Colorado Division of Fire Prevention and Control as a Fire Inspector II.
- Must obtain and maintain certification by the Colorado Division of Fire Prevention and Control as a Fire Inspector III within six (6) months of hire.

- Must have NIMS IS-100 and IS-700 certifications.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification (or equivalent).

COMMUNICATION SKILLS:

Ability to read, analyze, and interpret Fire Service text, journals, incident reports, financial reports, and legal documents. Create written communication using correct grammar. Respond appropriately to common inquiries or complaints from the general public, citizens, fire agencies, and regulatory agencies. Ability to effectively present information to the Fire Chief, Fire Department employees, and public groups.

REASONING ABILITY:

The Fire Marshal must be logical under stressful situations and have the ability to define problems, collect data, establish fact and draw valid conclusions. Interpret a wide variety of technical instructions and deal with several abstract and concrete variables simultaneously.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the Fire Marshal is regularly required to walk, and sit; use hands to finger or feel objects, tools, or controls; reach with hands and arms; climb or balance; stand, stoop, kneel, crouch, or crawl; talk and hear.

The Fire Marshal must regularly lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the Fire Marshal regularly works in a variety of environments to include inclement weather, active construction sites, and crowded businesses. The Fire Inspector may be seated for long periods of time, frequently drives a motor vehicle, and may operate the motor vehicle in adverse weather conditions.

COMMENTS:

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____

Date: _____