



# POSITION VACANCY NOTICE

## CITY OF KETCHIKAN

### SPECIFICS

TITLE: FIRE MARSHAL			
<b>DEPARTMENT:</b>	FIRE DEPARTMENT		
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 5:00 PM
<b>GRADE /STEP:</b>	862 / A-K	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$31.02-\$36.02 DOQ	<b>UNION STATUS:</b>	NO
<b>SPECIAL REQUIREMENTS:</b> Five (5) years responsible experience as full-time Firefighter with a minimum of two (2) years' experience performing fire prevention, including experience in conducting occupancy inspections, public fire education, fire cause determination, fire service instruction, emergency preparedness training, annual hazard inspections, fire flow tests, and fire protection systems tests.			

### ADVERTISING REQUIREMENTS

<b>POSITION CLOSES: MARCH 18, 2019 @ 5:00 PM</b>
<b>APPLICATIONS MUST BE RECEIVED BY CLOSING DATE</b>
<b>PUBLICATIONS:</b> City of Ketchikan Website; Job Service; Alaska Dispatch News

### APPLICANT PROCESSING INSTRUCTIONS

<b>FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:</b> <b>HUMAN RESOURCES (907) 228-5631 OR ON-LINE AT</b> <a href="http://www.ktn-ak.us/jobs">http://www.ktn-ak.us/jobs</a>
--

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **FIRE MARSHAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, plans, organizes, coordinates, and implements fire prevention and fire investigation programs for the City including fire code interpretation, enforcement, and abatement activities; oversees and participates in the performance of a variety of duties involved in conducting fire and life safety inspections to enforce compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires; oversees and participates in the conduct of fire investigations to determine cause and origin of fires; coordinates assigned activities and services with other jurisdictions including local building officials, State Fire Marshal's office, and other regional and federal emergency response agencies; develops and presents public education programs to the community, schools, service clubs, and businesses including fire prevention classes; and assists in fire suppression and emergency medical response activities as required.

The Fire Department within the Public Safety Group provides all fire protection and fire prevention services within the City. The Fire Department also provides emergency medical and ambulance service as well as disaster relief assistance area-wide in an efficient and cost effective manner. The Fire Marshal performs as an individual and team member in the delivery of fire protection services through fire suppression, fire prevention, emergency medical services, and related activities. The Fire Marshal is responsible for planning, organizing, and conducting fire prevention and fire investigation programs. The Fire Marshal must perform these duties in a manner that reflects positively on the City and the Department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, organizes, and coordinates fire prevention and fire investigation programs for the City; plans and schedules fire inspections of local businesses and commercial enterprises for each shift in order to provide a consistent and equitable inspection system.
2. Communicates effectively with local business community, the general public, and other interested parties and agencies on questions, interpretations, and enforcement of current fire codes, local ordinances, and related codes, rules, and regulations.
3. Performs fire safety and fire prevention inspections including the larger and more complex inspections as well as the occupancies that are resistant to routine shift inspections; inspects for compliance with fire and life safety codes as well as City, state, and federal legislation applicable to commercial, industrial, institutional, and public occupancies; prepares notices to correct violations and ensures corrective action is taken when violations are found; completes follow-up inspections as necessary.
4. Performs annual hazard inspections, fire flow tests, and fire protection systems tests as necessary.

5. Reviews current construction projects for compliance with applicable fire codes, related ordinances, and policies, specifying in writing the changes necessary to comply with adopted fire codes and ordinances prior to permit issuance; works closely with other departments and outside agencies on plan review issues as well as on issues concerning future construction projects.
6. Provides technical fire protection assistance to builders, contractors, developers, and the general public including in the areas of fire-safe construction, installation of fire control systems, and compliance with procedures and codes.
7. Coordinates and works closely with local, state, and federal jurisdictions regarding fire and life safety issues as they pertain to code and inspection issues or inspections.
8. Maintains inspection files for all City inspected businesses and commercial enterprises; compiles and maintains current information regarding business types and locations as well as changes to site and responsible parties; forwards documents to appropriate agencies as required.
9. Consults with Fire Department operations personnel on fire code enforcement and interpretation; develops and provides applicable training to operations personnel including in fire code interpretations and fire safety inspection techniques.
10. Develops and presents educational programs in fire and life safety for schools, service groups, businesses and citizens.
11. Researches and determines necessary City ordinance changes and fire code acceptances or possible deferments as requested by the Department as well as the City including to local, state, and federal codes and/or standards.
12. Participates in budget development processes; compiles budget requests for assigned operations.
13. Coordinates the activities of the Fire Investigation Team.
14. Responds to emergency situations as necessary; performs duties at emergency scene to assist in the suppression or control of fires, emergency medical responses, or other critical incidents; may assume command of incident as necessary.
15. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Pertinent federal, state, and local laws, codes, regulations, rules, and ordinances pertaining to fire prevention, safety, and hazardous materials.

Principles and techniques of building inspection work, building materials and construction, and principles of combustion; building codes, regulations, and techniques as well as exceptions or like practices as they pertain to construction and renovation within the City.

Principles, practices, and procedures of modern fire protection theory and techniques.

Procedures, techniques and operation of various fire equipment such as fire extinguishers, sprinkler and alarm systems, fire hydrants, and other extinguishing systems.

Fire prevention and firefighting methods and techniques.

Methods and techniques of fire investigation.

Methods and techniques of public relations.

Modern office equipment and computers including applicable software applications.  
Basic principles and practices of municipal budget preparation and administration.

**Ability to:**

Conduct a variety of building and fire code inspections and ensure compliance with applicable laws, codes, and standards.  
Read, interpret and make corrections on building plans as they relate to fire code requirements.  
Detect and evaluate a wide variety hazardous conditions and materials.  
Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.  
Explain technical code requirements to developers, contractors, and the general public.  
Collect, analyze, and evaluate data and prepare reports and recommendations.  
Prepare and present professional fire safety presentations to civic organizations.  
Deal firmly but fairly with violators and prospective violators of fire codes.  
Analyze facilities and recommend effective fire safety measures.  
Retain presence of mind and act quickly and calmly in emergency situations.  
Effectively use specialized public safety tools and equipment including safety equipment.  
Meet the physical requirements necessary to safely and effectively perform the assigned duties.  
Operate modern office equipment and computers including applicable software applications.  
Effectively present information and respond to questions from other staff and the general public.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in fire science, fire protection engineering, or related field including technical studies in fire inspection and investigation and successful completion of updated Fire Code/Fire Inspection classes within the last three years.

**Experience:**

Five years of responsible experience as a full-time Firefighter with a minimum of two years' experience performing fire prevention duties including experience in conducting occupancy inspections, public fire education, fire cause determination, fire service instruction, emergency preparedness training, annual hazard inspections, fire flow tests, and fire protection system tests.

**License or Certificate:**

Possession of an appropriate, valid driver's license and evidence of a good driving record upon hire.

Possession of, or ability to obtain with one year of hire, Fire Code Inspector I and II certificates.

Possession of a Fire Officer I certificate, Fire Instructor I certificate, and a State of Alaska EMT I certificate.

Possession of, or ability to obtain Plans Examiner I and II certification is desirable; completion of Building Official Technical course and Building Official Legal Management Module is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office with frequent travel to various locations to conduct inspections, attend meetings, and/or perform Department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to mandatory call back at any time. Extensive opportunity and requirement to interact with other municipal employees, contractors, the general public, Federal, State and local officials, and other individuals or groups doing business with the City.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

**Vision:** See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 8-62

Job Position Code: 10079

Union: No

FLSA: Non-Exempt

Date Approved: December 15, 2004

Date Amended: June, 2007 (*Johnson & Associates*)

---

Human Resources Manager Approval

---

---

City Manager Approval

---