



# County Fire Marshal

## Job Description

Department: Community Development  
Position: Career Service  
Grade: 728  
Supervisory: Supervisor  
Reports to: Director – Community Development

### Summary

Under general supervision of the Director – Community Development, performs advanced fire prevention work. Enforces adopted State and County fire code and ordinances and administers the Utah County Fire Prevention and Suppression Program and associated city contracts.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policies and procedures.
5. Prepare and submit the fire marshal office's budget and oversee expenditures.
6. Serve as code official or fire chief, as required by state law, the fire code, and other ordinances of Utah County appertaining to this office.
7. Plan and implement urban fire prevention programs and activities; develop and provide fire prevention training, education, and technical expertise to homeowners' associations and private homeowners.
8. Serve as Primary Utah County Incident Commander for structural fire emergencies responded to by contract fire departments; implement command structure under the guidelines of Incident Command System (ICS) for fire suppression; manage county structural fire expenditures and support during these emergencies.
9. Function as or supervise primary fire investigator for fires within unincorporated Utah County and assist cities, as needed; supervise or perform origin and cause investigations; oversee or conduct interviews, gather evidence, and compile fire investigation reports, as required by state law.

### For Office Use Only

Class Code: 4201

Class Title: County Fire Marshal

FLSA: Non-Exempt

Effective Date: 1/31/2026

Public Safety: No

Worker's Compensation: Fire

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Manager

10. Respond to emergency calls in unincorporated Utah County areas to oversee operational procedures and look out for County's interest.
11. Prepare for and participate in court proceedings; determine completeness of information, adequacy of evidence and general preparedness of various cases for prosecution; present testimony in court relevant to cases investigated; assist prosecutors with preparing exhibits, evidence, and witnesses for court.
12. Coordinate fire district boundaries and maintain fire contracts with city fire departments.
13. Review all structural contracts' fire suppression billings and authorize payment.
14. Prepare pre-fire plans, hazardous material inventory lists and other related information regarding permits to city fire chiefs as required by Utah County Fire contracts.
15. Supervise completion and issuance of all permits by the Fire Marshal's office, including building, fire safety, explosive blasting, agriculture and open burn, and other permits; review applications for necessary compliance and address violations; utilize specialized software to maintain related documents, as needed.
16. Review and approve building plans, subdivision plans, and fixed fire protection installations in cooperation with county planning and engineering to ensure compliance with adopted standards of the county and the International Fire Code.
17. Supervise and perform safety audits and inspections of businesses and other facilities for fire code violations within the unincorporated areas of the county; perform special fire code inspections services to facilities with unique code requirements; initiate mitigation efforts for observed fire code violations; prepare and submit legal action files on violations to the Utah County Attorney's Office.
18. Attend Board of Adjustment, Planning Commission, Utah Valley Dispatch Operations Board, Utah State Fire Prevention Board Meetings and Utah County Fire Chief meetings on a monthly basis.
19. Investigate fire-related complaints from citizens of Utah County.

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

- Considerable knowledge of state, county, and city codes, laws, regulations, and ordinances relevant to work performed
- Knowledge of fire management planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis
- Knowledge of fire investigation methods and procedures
- Knowledge of common fire hazards and related safety precautions
- Knowledge of National Fire Protection Association (NFPA) Standards, International Fire code and International Building codes related to fire regulations and investigation techniques
- Knowledge of Incident Command system and fire ground operations
- Knowledge of local fire contracts and agreements
- Knowledge of fire sprinklers
- Skilled in supervisory techniques
- Skilled in planning and conducting fire prevention inspections
- Skilled in fire investigation and firefighting methods, techniques, and procedures

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- Skilled in developing and presenting public training classes
- Skilled in utilizing software unique to Utah County and the Fire Marshal's Office
- Skilled in interpersonal communication
- Ability to coordinate and work with allied agencies in the suppression of fires
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain cooperative working relationships with those contacted during the course of work activities including federal, state, and county government agencies

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but work is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work exposes incumbent to hazard uncertainty and requires physical readiness and conditioning. This job regularly requires the use of protective devices such as NFPA compliant Personal Protective Equipment. Work occasionally exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, possible bodily injury from heat, smoke, flames, and exhaustion. Incumbent is exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work may occasionally expose incumbent to unknown, dangerous, and/or life-threatening conditions. The noise level in the work environment is usually moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle policy.

### **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 employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, and ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift office supplies up to fifty (50) pounds.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent must be on-call for up to two (2) weeks per month.

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## **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

## **Required Education and Experience**

1. Bachelor's degree in Fire Science or a closely related field.
2. Three (3) years of work experience performing fire prevention activities, including experience in fire suppression and fireground operations.
3. Equivalent combinations of education and experience may also be considered.

## **Preferred Education and Experience**

1. Preference may be given to applicants with the following certifications:
  - a. Utah State Fire Officer I or II Certification
  - b. Utah State Fire Inspector II Certification
  - c. ICC Building Plans Inspector Certification
  - d. ICC Commercial Fire Sprinkler Plans Examiner
  - e. ICC Commercial Fire Alarm Plans Examiner
  - f. Utah State Hazardous Materials Awareness
  - g. Utah State Hazardous Materials Operations
  - h. Utah State Fire Fighter I or higher
  - i. National Association of Fire Investigators (NAFI)
  - j. International Association of Arson Investigators (IAAI)

## **Additional Eligibility Qualifications**

1. Applicant must possess either Utah State Fire Inspector I certification or International Code Council (ICC) fire certification at the time of application and obtain the other during the probationary period for new hires or during the trial period for promoted County employees.
2. Applicant must possess or obtain Utah State Fire Investigator Certification during the probationary period for new hires or during the trial period for promoted County employees.
3. Incumbents must successfully complete annual training required to maintain certifications.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit a pre-employment drug screen and background check.

## **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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