



Deputy Fire Marshal

Job Description

Department: Community Development
Position: Career Service
Grade: 724
Supervisory: No
Reports to: County Fire Marshal

Summary

Under general supervision of the County Fire Marshal, performs advanced fire prevention work. Enforces adopted State and County fire code and ordinances and administers the Utah County Fire Prevention and Suppression Program. Responds to fire and other emergencies in unincorporated areas of Utah County. Incumbents in this classification assume the duties of the County Fire Marshal in the event of his or her absence.

Essential Functions

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

1. Perform annual fire inspections of businesses and facilities, including Utah County Government facilities, as requested.
2. Ensure permits requested adhere to established requirements; conduct inspections according to adopted fire codes; complete and issue building, fire safety, explosive blasting, agriculture and open burn, and other permits.
3. Perform special fire code inspection services for facilities with unique code requirements, including special events, carnivals, fairs, and pyrotechnic displays; review zoning clearances and temporary use permits with other County departments.
4. 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.
5. Monitor and respond to fire code violations of State and County adopted fire code; initiate mitigation efforts for observed violations; prepare and submit legal action files on violation to the Utah County Attorney's Office; manage fire inspection software to track onsite fire inspections, as needed.
6. Respond to emergency calls to oversee operational procedures and look out for County's interest.
7. Serve as Utah County Incident Commander for structural fire emergencies responded to by contract fire departments in the absence of the Fire Marshal; implement command structure under the guidelines of Incident Command System (ICS) for fire suppression; manage county structural fire expenditures and support during these emergencies.

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Job Title: Deputy Fire Marshal
FLSA: Non-Exempt
Effective Date: 05/28/2024
Public Safety: No

Worker's Compensation: Fire
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

8. Function as primary fire investigator for fires; assist cities, as needed; perform origin and cause investigations; conduct interviews, gather evidence, and compile fire investigation reports, as required by state law.
9. Provide and gather updated information on hazardous materials in Utah County and statewide; respond to related questions and concerns from the public, County departments, and outside agencies; serve on local, state, and federal task forces; attend related meetings, as assigned.
10. Assist with preparation of fire investigation information for 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.
11. Investigate fire-related complaints from citizens of Utah County.

Knowledge, Skills, and Abilities

- 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 fire sprinklers
- Knowledge of Incident Command system and fire ground operations
- Knowledge of local fire contracts and agreements
- Skilled in interpersonal communication
- Skilled in planning and conducting fire prevention inspections
- Skilled in presenting public training classes
- Skilled in utilizing software unique to Utah County and the Fire Marshal's Office
- Ability to evaluate and determine fire causes
- Ability to communicate effectively verbally and in writing
- Ability to maintain cooperative working relationships with those contacted in the course of work activities, including federal, state, and county government agencies

Supervisory Responsibility

This position has no direct supervisory responsibility but 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

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regularly requires the use of protective devices such as National Fire Protection Association (NFPA) compliant Personal Protective Equipment (PPE). Work occasionally exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, and 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, 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.

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. Associate degree in Fire Science or a closely related field.
2. One (1) year of work experience performing fire prevention services and fireground operations.
3. Equivalent combinations of education and experience that include one (1) year performing fire prevention services and fireground operations may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with the following certifications:
 - a. Utah State Fire Fighter I or higher or ProBoard or IFSAC equivalent
 - b. Utah State Fire Office or ProBoard or IFSAC equivalent
 - c. Utah State Hazardous Materials Operations or ProBoard or IFSAC equivalent

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- d. Utah State certification as Fire Investigator or ProBoard or IFSAC equivalent or National Fire Academy certification
- e. National Association of Fire Investigators (NAFI)
- f. International Association of Arson Investigators (IAAI)

Additional Eligibility Qualifications

1. Applicants must possess either Utah State Fire Inspector I or International Code Council (ICC) Fire Inspector Certification at time of application and obtain the other during probationary period for new hires or during the trial period for promoted County Employees.
2. Incumbents must successfully complete annual training required to maintain certifications.
3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
4. 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.

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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