



## **JOB DESCRIPTION**

Title: **DEPUTY FIRE MARSHAL**  
Department: Fire  
Class Code: 3355  
FLSA Status: Non-Exempt  
Effective Date: Jan. 1, 1990 (Rev. 01/2024)

### **GENERAL PURPOSE**

Under general supervision from the Fire Marshal or Assistant Chief, provides technical assistance in the prevention of fires through fire inspections, public education, and fire investigations.

### **ESSENTIAL DUTIES**

- Inspects public buildings, to include day care, pre-school, nursing and hospital facilities, to identify fire hazards; provides advice to owners to aid in eliminating or reducing hazards.
- Coordinates public education classes with suppression personnel on fire prevention, fire safety, emergency medical treatment; coordinates public education in schools; teaches in schools, churches, and community service groups.
- Provides pre-fire planning advice to local homeowners and businesses; provides general fire information to the public.
- Assists the Fire Marshal in investigating fires and coordinating the activities of fire investigation.
- Serves as the Fire Marshal in the absence of the Fire Marshal; aids the Chief in completing reports and special projects.
- Assists in issuing fire department issued permits as qualifications and certifications are obtained.
- Answers questions of the public on fire prevention; assists in reviewing building and fire sprinkler plans to assure fire code requirements are met.
- Responds to structural fires and other emergency scenes when called upon; performs functions of responder when called upon; attends, if possible, all off-duty fires.
- Participates in fire department training to maintain skills and certifications needed.
- Assists employees who are interested in fire prevention with professional development.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience

- Associates degree in fire science or related field plus four (4) years full time Firefighter or Fire Inspector experience and completion of Fire Inspector I certification;

**OR**

- A minimum of 30 semester credits (including at least one course in English, grammar, or writing) and six (6) years full time experience as a Firefighter or Fire Inspector and completion of Fire Inspector I certification;

**OR**

- Seven (7) years full time experience as a Firefighter or Fire Inspector and completion of Fire Inspector I certification.

#### Special Requirements

- Must have a valid Utah Driver License.
- Must possess current EMT, AEMT, or Paramedic certification through the State of Utah.
- Must complete department's emergency driving class.
- Must be Fire Inspector I certified within one (1) year of appointment or assignment.
- Fire Investigator I certification desired but not required.

#### Necessary Knowledge, Skills and Abilities

- Working knowledge of fire prevention techniques; working knowledge of fire inspection methods; working knowledge of the goals and objectives of the city fire control program; working knowledge of effective techniques and methods of fire suppression and control; working knowledge of effective operation of policies and procedures established for the Fire Department; working knowledge of emergency medical procedures.
- Thorough working knowledge of National Incident Management System (NIMS) and the Incident Command System (ICS).
- Understand and skilled in methods and techniques of firefighting.
- Ability to teach fire prevention and safety techniques to Fire Department personnel and in public schools, churches, and civic organizations.
- Ability to effectively train firefighters; ability to create effective working relationships with employees; ability to communicate effectively both verbally and in writing.
- Good computer skills, including working knowledge of computer programs such as Microsoft Word, Microsoft Excel, and public safety software.

#### **TOOLS & EQUIPMENT USED**

- Vehicle, radio, pager, personal computer, calculator, phone, personal protective gear, first aid equipment, other standard firefighting equipment.

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

In addition to the physical demands of the job as listed below the employee is required to participate and pass the department's annual Physical Agility Test (PAT) as described in Murray Fire Department's SOGs. The employee must also be cleared for duty as determined by a physician through required annual medical screening evaluations and meet Murray City's health standards and requirements for positions in the Public Safety Service.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to manipulate, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be able to move objects such as rescue manikins weighing 181 lbs. short distances (50 feet or more), perform duties requiring pulling of 53 lbs. or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently team lifting patients, or objects weighing 75 to 150 lbs. while wearing full PPE of roughly 50 pounds.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outdoor weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud.
- The employee may be required to rotate between either a 40-hour work week or 48-hour shift work and up to 72-hour continuous shifts depending upon department needs. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resultant from extended shift work.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_