

POSITION: County Fire Marshal

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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Posting# 4201-0218sr

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 52-\$31.95 hourly \$2,556 bi-weekly

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: February 1, 2018

CLOSING DATE: February 14, 2018

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general supervision of the Associate Director-Community Development, performs advanced fire prevention work in administering the Utah County Fire Prevention and Suppression Program and associated city contracts, and in enforcing adopted fire codes and ordinances.

DUTIES INCLUDE:

Serve as “code official” or “fire chief”, when the function of such office is required by the fire code and shall have the duties as required by state law, the fire code, and other ordinances of Utah County appertaining to this office or required by its supervision.

Complete Fire Safety Permits for all new structures in unincorporated Utah County.

Plan and implement urban fire prevention programs and activities. Develop and provide fire prevention training, education, and technical expertise to home owners’ associations and private home owners.

Serve as Utah County Incident Commander for structural fires, hazardous materials incidents, and certain other 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.

Oversee or conduct interviews, gather evidence, and compile fire investigation reports as required by state law.

Review all structural contracts’ fire suppression billings and authorizes payment.

Function as or supervise primary fire investigator for fires within unincorporated Utah County and assist cities when requested.

Coordinate fire district boundaries and maintain fire contracts with city fire departments.

Supervise inspections of businesses and certain other facilities within the unincorporated areas of the county and initiate mitigation efforts for observed fire code violations.

Oversee safety audits of all county owned facilities.

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. Provide special fire code inspection services to facilities with unique code requirements.

Complete Fire Safety Permits for all new structures in unincorporated Utah County and oversee inspections to

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assure compliance.

Provide special fire code inspection services to facilities with unique code requirements.

Inspect county owned facilities with the county building representative and local fire department officials.

Oversee the issuance of open burn permits in accordance with the International Fire Code; take enforcement action for violations.

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.

Supervise a Career Service Fire Inspector and time-limited office personnel. Assist with staffing decisions including hiring, training, performance evaluation, delegation of workload, and retention.

Prepare and submit the fire office's budget and oversees expenditures.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of fire management planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis, Knowledge of NFPA codes, International Fire code, International Building codes and county codes relating to fire regulations; arson and fire investigation techniques, Knowledge of local fire contracts and agreements, Knowledge of supervisory techniques, Skilled in planning and conducting fire prevention inspections, Skilled in operating and maintaining various kinds of fire-fighting equipment, Skilled in developing and presenting public training classes, Ability to establish and maintain cooperative working relationships with those contacted during the course of work activities including federal, state, and county government agencies, Ability to coordinate and work with allied agencies in the suppression of fires, Ability to communicate effectively verbally and in writing; effectively supervise.

REQUIREMENTS FOR EMPLOYMENT:

Bachelor degree in Fire Science or a closely related field and three (3) years of work experience in professional fire service activities that include fire prevention, fire suppression and fireground operations. Equivalent combinations of education and experience may also be considered.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

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 probationary period for new hires or during the trial period for County Employees promoted to this classification through a competitive recruitment process. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

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. Utah State Hazardous Materials Awareness e. Utah State Hazardous Materials Operations f. Utah State Certification as Fire Investigator g. Utah State Fire Fighter I or higher.

One or both of the following nationally recognized Fire Investigation Certificates: a. National Association of Fire Investigators (NAFI) b. International Association of Arson Investigators (IAAI)

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.**

Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.