



# County Fire Marshal

## Job Description

Department: Public Works  
Position: Career Service  
Starting Step: 52, Table 14  
Supervisory: Yes  
Reports to: Associate Director – Community Development

### 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.

### Essential Functions

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

1. 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.
2. Complete Fire Safety Permits for all new structures in unincorporated Utah County.
3. 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.
4. 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.
5. Oversee or conduct interviews, gather evidence, and compile fire investigation reports as required by state law.
6. Review all structural contracts’ fire suppression billings and authorizes payment.
7. Function as or supervise primary fire investigator for fires within unincorporated Utah County and assist cities when requested.
8. Coordinate fire district boundaries and maintain fire contracts with city fire departments.
9. Supervise inspections of businesses and certain other facilities within the unincorporated areas of the county and initiate mitigation efforts for observed fire code violations.
10. Oversee safety audits of all county owned facilities.
11. 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.

### For Office Use Only

Class Code: 4201  
Class Title: County Fire Marshal  
FLSA: Non-Exempt  
Effective Date: 7/3/2017  
Public Safety: No

Worker’s Compensation: Fire  
Background Level: II  
Safety Sensitive: Yes  
DOT: No

12. Complete Fire Safety Permits for all new structures in unincorporated Utah County and oversee inspections to assure compliance.
13. Provide special fire code inspection services to facilities with unique code requirements.
14. Inspect county owned facilities with the county building representative and local fire department officials.
15. Oversee the issuance of open burn permits in accordance with the International Fire Code; take enforcement action for violations.
16. 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.
17. 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.
18. Prepare and submit the fire office's budget and oversees expenditures.

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

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

### **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 is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job regularly requires the use of protective devices such as National Fire Protection Association (NFPA) approved Personal Protective Equipment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. This position occasionally exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, possible bodily injury from heat,

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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. This position drives a motor vehicle.

### **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. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 50 pounds.

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

Incumbent must work 40 hours each week to maintain full-time status. There is 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.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. Bachelor degree in Fire Science or a closely related field
2. And three (3) years of work experience in professional fire service activities that include fire prevention, 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. 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
2. 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)

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**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 probationary period for new hires or during the trial period for County Employees promoted to this classification through a competitive recruitment process.
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
3. Selected applicants are subject to, and must pass, a full 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.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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