

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: County Fire Marshal
DEPARTMENT: Garrett County Emergency Services
REPORTS TO: Director of Emergency Services
FLSA STATUS: Exempt

SUMMARY: The County Fire Marshal is supervised by the Director of Emergency Services and entails command-level administrative and management work in Emergency Services, Fire and Rescue services.

The County Fire Marshal will supervise and participate in conducting fire inspections of businesses, commercial buildings, and places of public assembly for existing or potential fire hazards; and enforce fire section of state building code and NFPA codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop, implement, and supervise a comprehensive public fire and life safety education program.
2. Develop, supervise, and implement a comprehensive fire prevention program.
3. Direct and supervise the activities and work assignments of fire prevention personnel; assist and advise personnel.
4. Develop and implement procedural methods and practices for reviewing plans and conducting inspections.
5. Establish and maintain effective working relationships with internal and external departments.
6. Meet with architects, engineers, contractors, and others involved in development and construction activities.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, regulations, ordinances, and standards relevant to fire inspection.
8. Work within recognized codes and laws to explore alternate means and methods to ensure a reasonable degree of fire and life safety.
9. Read and understand architectural and engineering plans and specifications.
10. Make presentations that are well ordered and tailored to the target audience including the Board of County Commissioners, business groups, community members and other stakeholders.
11. Effectively express ideas and communicate verbally and in writing (including grammar, word usage, organization, and structure).
12. Understand the meaning from a variety of written sources (such as laws, codes, training, and reference material).
13. Other duties may be assigned.

QUALIFICATIONS:

- ❖ Extensive knowledge of modern fire prevention principles, procedures, techniques and equipment, building, electrical, mechanical, NFPA Standards, and fire codes, and inspection techniques.
- ❖ Management and leadership methods, procedures, and training principles.
- ❖ Fire department organization, administration, and budgeting principles and practices.
 - Principles, practices, and techniques of fire prevention, community risk
- ❖ Techniques to effectively represent the County with governmental agencies, community groups, various businesses, professional, regulatory organizations, and with property owners, developers, contractors, and the public.
- ❖ Understanding of International Building Code, NFPA Standards and County Ordinances relating to fire prevention.

EDUCATION AND EXPERIENCE:

Ten (10) years of experience in fire service, including experience within the field of fire prevention code, inspections, and plan review, with at least five (5) years' experience in upper-level management or equivalent combination of education and experience.

LANGUAGE SKILLS:

Must have sufficient language skills to:

1. Communicate with other public safety entities both directly and via radio and telephone.
2. Communicate with general public in both daily and emergency situations.
3. Communicate in large group settings, including press releases, public information reports, and public relations presentations.
4. Communicate with other staff, both inside and outside the department.

MATHEMATICAL SKILLS:

General math ability

REASONING ABILITY:

Must be able to make reasonable and sound judgments during emergency conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- ❖ Valid Driver's License with a satisfactory driving record
- ❖ Deputized as a Special Assistant State Fire Marshal through the State of Maryland Office of the Fire Marshal within 30 days of employment.
- ❖ National Fire Protection Association (NFPA) or comparable certification body, or ability to successfully obtain these certifications within the time specified and to maintain thereafter.
 - NFPA Certified Fire Investigator – within 12 months of hire.
- ❖ National Incident Management System (NIMS) Training is required within the first year of employment.

PHYSICAL DEMANDS:

- ❖ Must be in good physical condition and be able to successfully perform the essential functions of this job.
- ❖ Must have the ability to perform duties under stressful situations and work extended hours if needed.
- ❖ Must be able to sit and/or stand for extended periods.
- ❖ Must be able to perform medium work exerting up to 50 pounds of force, may occasionally lift and/or move people or objects weighting more than 100 pounds.
- ❖ May be exposed to hazardous conditions.