

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Deputy Fire Marshal

**Department:** Fire  
**Pay Grade:** 513  
**FLSA Status:** Exempt  
**Job Code:** FR65

### JOB SUMMARY

The purpose of this classification is to perform professional work at the supervisory level completing technical, administrative, and leadership functions involved in all facets of community risk reduction, including the inspection and enforcement of fire-related regulations and codes, as well as conducting fire investigations. Provides assistance to the Fire Marshal in managing the daily operations of the Fire Prevention Division and is responsible for the division in the absence of the Fire Marshal.

### ESSENTIAL JOB FUNCTIONS

- Administers and enforces the laws of the State of Georgia; the rules and regulations adopted by the department; and City rules, regulations, or codes related to the prevention and suppression of fires, explosions, or injuries from hazardous materials and explosions and the protection of life and property from such hazards.
- Enforces the provisions of the State of Georgia minimum fire safety standards.
- Supervises, directs, and evaluates assigned staff, maintains standards through the effective coordination of activities.
- Supervises programs and personnel within the Fire Marshal's Office, including routine inspections, construction inspections, investigations, and plan review programs.
- Acts on employee problems and provides recommendations concerning employee selection and disciplinary actions.
- Develops a systematic approach for conducting annual and bi-annual inspection programs.
- Develops key performance indicators for the fire marshal's office and staff regarding life safety inspections and plan reviews.
- Receives and reviews various reports and documents for completeness, accuracy, and content, including lab reports, inspection reports, architectural drawings, criminal history reports, insurance forms, fire incident reports, material test certifications, and technical reports.
- Exercises discretion and independent judgment in the review of fire and life safety plans for

civil engineering drawings, architectural plans, fire protection system shop drawings, fire main drawings, and written documents to ensure compliance with the International Fire Code, the NFPA Life Safety Code, and other adopted codes/ordinances as applicable.

- Researches various NFPA Standards and code bodies to determine appropriate applications of standards and codes to construction documents.
- Identifies inadequacies found on construction plans, reports, and calculations, and requests corrections, and documents compliance or non-compliance with citations from applicable codes and standards.
- Meets with design professionals, contractors, business owners, developers, the general public, and city staff regarding code requirements.
- Establishes relationships with the public and business owners to promote positive public relations for the Department.
- Mediates and develops mutually acceptable solutions to code conformance problems and life safety issues with architects, engineers, contractors, and building owners.
- Maintains a collaborative and productive working relationship with City Building Officials and other public agencies regarding the application of codes and code enforcement.
- Resolves questions, conflicts, and problems pertaining to the Department positively and constructively.
- Trains new employees and firefighters in inspections, investigations, and fire prevention techniques and services.
- Provides input and recommendations regarding long and short-range plans which meet the community risk reduction goals of the Department and City.
- Assists in developing new techniques, programs, and procedures to improve departmental operations.
- Assists the Fire Marshal with all internal affairs investigations for the Fire Department.
- Conducts inspections of new, existing, and/or under-construction buildings and businesses to ensure compliance with applicable fire codes and regulations.
- Inspects underground piping sites for buildings; conducts follow-up inspections as required.
- Issues court citations for uncorrected violations, testifies in court for issued citations, and recommends closing of businesses or construction sites for violations.
- Recommends issuing or issues Certificates of Occupancy, permits for open burning, fireworks and blasting.
- Inspects property and sites for compliance with State Environmental Protection Division (EPD) and City regulations for open burning and provides resolutions to related discrepancies, problems, and issues.
- Conducts investigations of fires to determine cause and origin; searches fire scene to gather, tag, log, and maintain chain of evidence; takes photographs and prepares drawings as required; interviews witnesses and suspects; takes written statements; prepares written report detailing all information related to the fire for use in future litigation and public record.
- May be required to engage in all aspects of fire suppression or emergency medical service operations, including driving emergency vehicles to the scene, assessing patient conditions and providing emergency medical care, and serving in a lead and supervisory role.
- Attends City Council meetings and other Fire Department-related meetings/functions when needed, or as directed by the Fire Marshal, Deputy Chief, and/or Fire Chief.
- Serves as a technical resource and provides guidance and coaching to other team members as needed or required.

- Assists in formulating and reviewing departmental operating procedures, job descriptions, rules, and regulations.
- Monitors and completes a variety of projects as assigned within an established timeline.
- Successfully works with teams made of personnel with varying backgrounds and experience levels; maintains a positive attitude and work environment; champions a team-centric culture that encourages and embraces new ideas, develops team members, and welcomes diverse perspectives.
- Ensures behaviors and actions that align with the City and departmental mission, vision, and values; directs and oversees the implementation of and compliance with city and fire department policies.
- Ensures positive public image and relations are maintained; assists in the preparation and delivery of public education and engagement programs to enhance public safety and awareness of fire department services.
- Follows safety procedures, implements appropriate risk management techniques, utilizes safety equipment, and monitors the work environment to ensure the safety of all team members.
- Develops quality control policies and procedures as needed or required.
- Performs other related duties as required.

**EMERGENCY RESPONSE STATUS:** As a condition of employment, this position will be required to work as directed during an undeclared and/or a declared emergency. Additionally, the employee is subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- High School Diploma or General Education Diploma (GED)
- Minimum of five years' experience in firefighting and investigations at Roswell Fire Department; or a municipal/county fire department of comparable size and complexity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must be a Certified Firefighter in the State of Georgia; or possess an NPQ I or II Firefighter certification.
- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 within six months of hire.
- Fire Officer 1 as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualification within twelve months of employment.
- Possess and maintain certification as a Fire Inspector.
- Possess and maintain certification Fire Investigator.
- Possess and maintain certification Fire Safety Educator.
- Possess and maintain certification NFPA Plans Examiner.
- Georgia POST Certified Peace Officer. POST Certified Peace Officers must be able to complete the Georgia Firefighter Certification Course within 12 months of employment, pending class availability.
- Possession of or ability to readily obtain a valid driver's license with the appropriate classification/endorsement to support the operation of fire apparatus within three months of

being hired, with a satisfactory MVR.

- Possess and maintain a current First Aid/CPR/AED certification.

**Preferred Qualifications:**

- Associate Degree in Fire Science, Emergency Services, Fire or Public Administration, or another directly-related field.
- National Pro Board Fire Officer II certification or equivalent as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.
- National and or State Safety Officer Certification.

**Other/Special Requirements:**

- Requires a comprehensive background investigation to include a local, state, and federal criminal history check, financial background, and sex offender registry check.
- Requires satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- Successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.

**Knowledge, Skills and Abilities:**

- Maintains a level of physical fitness required to meet state and departmental job requirements, ensuring the ability to perform all job functions.
- Ability to operate an automobile, personal computer, general office equipment, digital camera, or other equipment as necessary to complete essential functions.
- Skilled in using various software programs, including Microsoft Word, Excel, PowerPoint, Outlook, and specialized Fire Department and data analytics software.
- Ability to provide effective and constructive communication; champions a culture that encourages and embraces new ideas, develops individuals, and welcomes and encourages diverse perspectives.
- Ability to think critically, strategically, and innovatively.
- Ability to maintain a positive attitude, approach the job with enthusiasm and curiosity, and promote a solutions-oriented work culture. Shares knowledge with Staff for mutual and departmental benefit.
- Strong problem-solving and analytical skills; and the ability to successfully manage technology projects.
- Comprehensive knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Skilled in the compilation of various records and related information.
- Ability to develop and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Ability to establish and implement effective administrative programs and procedures.
- Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methods. Performs a broad range of supervisory responsibilities.
- Ability to communicate complex ideas and proposals effectively so others will understand, including preparing reports, memorandums, letters, agendas, and policies.
- Ability to apply principles of rational systems; interpret instructions furnished in written, oral, diagrammatic, or schedule form; and exercise independent judgment to adopt or modify

methods and standards to meet variations in assigned objectives.

- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.
- Must learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Must have a comprehensive knowledge of principles, practices, and techniques of fire prevention, support services, and suppression.
- Must have comprehensive knowledge of practices and procedures for Code enforcement, fire/arson investigation, interviewing techniques, and fire prevention programs.
- Must understand and be able to interpret Federal, State, and local fire regulations, ordinances, and laws, including arson laws, Fire Prevention and Life Safety Codes, and applicable Standard or International Building Codes.
- Must have a thorough knowledge of the geography of the City and the location of streets, principal buildings, streets, and fire hydrants.
- Ability to interpret Federal, State, and local fire regulations, ordinances, and laws, including arson laws, Fire Prevention and Life Safety Codes, and applicable Standard or International Codes.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

#### **PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression and investigative functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

**The City has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*