

*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.*

## Assistant Fire Marshal Level III

**Department:** Fire  
**Pay Grade:** 510  
**FLSA Status:** Non-Exempt  
**Job Code:** FR59

### JOB SUMMARY

The purpose of this classification is to perform responsible technical and administrative work involved in the inspection and enforcement of fire related regulations and codes, promoting public education regarding fire prevention, conducting plan reviews and fire investigations; providing support to the department's Operations Division; and assisting the Field Operations Lieutenant as needed.

### 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.
- Conducts inspections of new, existing, and/or under construction buildings and businesses to ensure compliance with applicable fire codes and regulations; conducts follow-up inspections as required.
- Performs fire and life safety plan reviews on 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.
- Issues court citations for uncorrected violations, testifies in court for issued citations and recommends closing of business or construction sites for violations.
- 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, inspection reports, material test certifications and technical reports.
- Teaches and/or assists in the delivery of structured educational programs to various age groups

and civic organizations to include the general public, the Community Emergency Response Team (CERT), Citizens Fire Academy, Fire Core, Community CPR classes, Safe Kids Program Instruction, and conducts Child Safety Car Seat Installation.

- Conducts home fire safety inspections which includes the installation of smoke detectors, CO monitors, and changing smoke detector batteries.
- Trains new employees and firefighters in fire prevention techniques and services; instructs firefighters in the operation of the Fire Marshal's office; assists with training new inspectors in their job duties.
- Establishes relationships with the public and business owners to promote positive public relations for the department.
- Conducts investigations of fires to determine origin and cause; 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; assists in the apprehension and prosecution of suspects; testifies in court as expert witness in fire investigations.
- May be required to respond to fire, rescue and/or medical emergencies when available or as directed; engages in all aspects of fire suppression and emergency medical operations.
- Responds to emergency scenes to conduct fire investigations after normal business hours within a reasonable time and in accordance with the Roswell Fire Department's standard operating procedures and the City of Roswell's policies and procedures.
- May be required to use various firefighting and emergency response equipment including fire apparatus, Jaws of Life, chain saws, air compressor, vent fan, weapons, hydrocarbon detectors, Self-Contained Breathing Apparatus and related equipment.
- Attends training programs and seminars to update and maintain knowledge and skills and meet State requirements for Firefighter, Georgia Peace Officer Standards and Training Council (P.O.S.T.), Fire Inspector, Fire Investigator, EMT-I, and Instructor/Educator certifications.
- Operates a personal computer, printer, calculator, copier, fax machine, phone system, drafting equipment, and other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software utilized within the department.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

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

Requires a High school diploma or GED; three (3) years' experience as an Assistant Fire Marshal Level II; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Incident Command System (ICS) 100, 200, 700, and 800 within 3 months of hire
- Possess and maintain Georgia Firefighter Certification or NPQI & NPQII
- Certification as a GA Fire Inspector
- Certification as a GA POST certified Peace Officer
- Certification as a GA Fire Investigator Level I & II
- Possess and maintain certification from NFPA as a Plans Reviewer
- Possess and maintain a current First Aid/CPR/AED certification

- Possess and maintain a valid State of Georgia driver's license, with a satisfactory motor vehicle record (MVR).

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

- Working knowledge of the International Fire Code (IFC), International Building Code (IBC), and NFPA standards.
- Read and interpret complex building plans and specifications.
- Knowledge of principles, practices and techniques of fire prevention and suppression.
- Knowledge of practices and procedures for Code enforcement, fire/arson investigation, interviewing techniques and fire prevention programs.
- Knowledge of the geography of the City and the location of streets, principal buildings, and fire hydrants.
- Knowledge and understanding of principles, practices and procedures of modern firefighting, fire prevention, fire personnel training, and emergency medical methods.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to interpret Federal, State, and local fire regulations, ordinances, and laws, including arson laws, Fire Prevention and Life Safety Codes, applicable NFPA and UL Standards, and any adopted code bodies (International Building 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.
- Ability to apply principles of persuasion and/or influence over others.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **PHYSICAL DEMANDS**

The work is heavy work which requires the ability to exert heavy physical effort, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, 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 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.*