



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 5001

Phone: (701) 328-3290

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**STATE FIRE MARSHAL  
GRADE P**

**SCOPE OF WORK:**

Work involves planning, directing, and leading the activities and staff of the State Fire Marshal, a division of the Office of Attorney General, in accordance with NDCC Chapter 18-01.

**DUTIES PERFORMED:**

- Develop and implement strategies to provide fire prevention, fire investigation, and special hazard assistance services.
- Develop and implement administrative rules and regulations regarding fire prevention; adopt and implement a state fire code; advise local officials on laws, rules, codes, and other regulations.
- Enforce laws that provide for the storage, sale, and use of combustibles and explosives; the installation and maintenance of automatic or other fire alarms and fire extinguishing equipment; the means and adequacy of fire exits in schools and public places; the suppression of arson and the investigation of fires; and the education of the public on fire hazards.
- Develop and implement goals and objectives, policies, and procedures for the division.
- Provide for and ensure the proper investigation of fires within the state; determine the origin and cause of fires; coordinate multi-agency fire investigation activities; assist in prosecutions related to arson.
- Provide a system by which fire incidents and property insurance loss are reported; ensure maintenance and compilation of data.
- Initiate actions necessary to mitigate the effects of accidents involving hazardous materials; advise and direct deputy fire marshals and other first responders on response procedures; provide on-scene assistance as needed; serve as incident commander at hazardous materials incident locations.
- Advise and respond to large scale wildland fires and hazardous material release incidents; serve as incident commander for state response; direct ground and air operations of state and local resources; serve as the focal point for overall coordination of all state on-scene activities.
- Develop and implement programs to provide fire education to the citizens of North Dakota and to train emergency responders in arson awareness and hazardous material emergencies; participate on various task forces and committees.
- Manage deputy fire marshals and support staff in central and field office locations; develop and implement work standards and performance management measures; provide for training of staff; assign work duties as appropriate.
- Develop and maintain the division budget; procure and manage federal grants.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and five years of work experience in fire prevention and fire safety that included direct management of other persons. Additional work experience in fire prevention and fire safety may substitute for up to two years of the education requirement on the basis of two years of work experience for one year of education if the work experience reflects a level of knowledge, skill, and ability necessary to perform the work required.

Eff. 10/74 – Titled as Deputy State Fire Marshal

Rev: 08/82 – Re-titled, upgraded minimum qualifications, revised format

Rev: 08/94 – Reviewed grade; revised minimum qualifications and format

Rev: 09/08 – Revised scope, duties, and min qualifications; reviewed class evaluation  
and changed grade from 14 to 15

Rev: 07/12 – Conversion to Hay System