



DEPUTY FIRE MARSHAL

SCOPE OF WORK:

Performs duties involving the development and maintenance of a statewide program for the prevention of fires and the enforcement of laws regulating the storage, sale, and use of combustibles and explosives. Duties also include the education of citizens on the hazards of fire; the investigation of the cause and origin of fires; the determination of the adequacy of structures relative to fire hazards; and other duties required by NDCC 18-01 or assigned by the State Fire Marshal.

DUTIES PERFORMED AT ALL LEVELS:

- Provide information and emergency response training to local government agencies and specialized entities such as fire departments, law enforcement agencies, emergency medical teams, etc.
- Provide information to the general public to develop awareness and prevention of fire and/or hazardous materials dangers.
- Provide continuous emergency response support to local officials to provide technical and equipment assistance in cases of emergency.
- Perform related administrative duties involving maintenance of records, reports, and statistical data; provide verbal or written responses to inquiries.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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DEPUTY FIRE MARSHAL I
GRADE M

5002

LEVEL DEFINITION:

Work at this level involves inspecting facilities, enforcing laws and regulations dealing with the prevention of fires, conducting investigations to determine causes of fires, and insuring the proper handling and storage of hazardous materials. Activities are generally accomplished in accordance with established procedures.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct inspections of schools, specialized care facilities, and other public facilities for fire hazards, structural compliance with existing laws and regulations, and installation of fire alarm and/or fire extinguishing equipment.
- Initiate action to ensure correction of deficiencies found during inspections.

- Conduct required investigations to determine the cause of fires and the possibility of arson.
- Initiate necessary legal actions and provide expert testimony in civil or criminal actions related to investigations.

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED and eight years of professional fire-fighting experience with progressively increasing responsibilities and participation in fire prevention and awareness programs and research and training in fire loss prevention in commercial, government, or private establishments. Or involvement in one or more phases of fire investigation or similar responsibilities reflecting work experience that developed the knowledge, skill, and ability needed to perform the duties required of this classification. Each year of college level course work leading to a degree in fire science, law enforcement, engineering, or architectural technology, or a closely related field may substitute for two years of required work experience. A field will be considered closely related if a review of official transcripts shows that the course content and degree program are substantially the same as that of the required fields.

DEPUTY FIRE MARSHAL II
GRADE N

5003

LEVEL DEFINITION:

Work at this level involves duties related to the development of standards and procedures for the inspection and investigation process; development of training programs for response teams, and administration of a specialized program requiring additional standards, rules, or procedures. The incumbent is required to exercise control over other positions through program administration.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop standards and procedures for inspection of facilities and installed equipment to ensure compliance with regulatory requirements for storage and handling of materials.
- Develop plans and policies outlining correct methods for responding to fire related emergencies.
- Provide assistance to local officials in dealing with fire related emergencies.
- Maintain 24-hour emergency response capability to provide technical and equipment assistance to local officials to deal with fire related accidents.
- Develop, implement, and evaluate statewide training programs to accommodate needs of emergency responders and local officials.
- Conduct required investigations to determine the cause of fire related accidents; initiate necessary legal actions; provide expert testimony in civil and criminal actions related to investigations.
- Maintain information regarding the needs and requirements for training and prepare required reports to state and federal agencies.

- Develop, submit, and monitor federal grant programs to provide an adequate statewide training program relating to the handling of hazardous materials.

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED and a combination of ten years as a Deputy Fire Marshal I or professional fire-fighting work experience with progressively increasing responsibility and with participation in fire prevention and awareness programs; research and training in fire loss prevention in commercial, government, or private establishments; or involvement in one or more phases of fire investigation. Or similar responsibilities reflecting work experience that developed the knowledge, skills, and abilities needed to perform the duties required of this class. Each year of college level course work leading to a degree in fire science, law enforcement, engineering or architectural technology, or a closely related field may substitute for two years of required work experience up to a maximum of eight years. A field will be considered closely related if a review of official transcripts shows that the course content and degree program are substantially the same as that of the required fields.

Eff. Date: 10/74

Rev: 01/88 – Changed minimum qualifications, updated duties and format

Rev: 06/94 – Reviewed grade, combined classes into a series, and updated format

Rev: 7/12 – Conversion to Hay System

Rev: 04/15 – Reviewed factor evaluation resulting in grade change at second level