

DEPUTY FIRE MARSHAL

PURPOSE:

Direct programs of public education regarding fire prevention, and to conduct inspections and assist in investigations of fires to determine causes and damages.

FUNCTIONAL AREAS:

1. Plan and participate in the activities of the Fire Prevention Division.
 - * A. Inspect business and residential units to ensure compliance with safety laws and ordinances.
 - * B. Assist in the investigation of fires to determine origin and cause.
 - * C. Assist in prosecution of arson cases.
 - * D. Inspect new building sites according to applicable State and Federal regulations.
 - E. Compile records of fire losses.
 - F. Advise the Fire Marshal on fire prevention.
 - * G. Prepare records and reports.
 - H. Inspect new construction and remodeling of all commercial and public assembly buildings.
 - * I. Assist in enforcement of the Minnesota State Fire Code.

2. Plan and conduct programs of public education and information regarding fire prevention.
 - A. Provide information to the public regarding the detection and elimination of fire hazards.
 - * B. Investigate complaints and resolve questions regarding hazards and violations of regulations.
 - C. Present information to civic organizations and school groups.
 - D. Conduct fire drills in schools, hospitals, and convalescent homes.

3. Supervise the personnel and activities of the Division in the absence of the Fire Marshal.
 - * A. Assist in training any Fire Department personnel assigned to the Division.
 - B. Instruct Fire Department personnel in fire prevention techniques.
 - C. Supervise and train injured-on-duty personnel as necessary.
 - D. Supervise the daily activities of the Division as requested.

JOB REQUIREMENTS:

1. License:
 - **A. Possession of a Minnesota Class “D” driver’s license or privilege at the time of appointment and thereafter.
2. Experience:
 - **A. Five years cumulative experience as a City of Duluth Firefighter, Fire Equipment Operator, or Fire Captain.
3. Knowledge:
 - **A. Knowledge of fire prevention and safety principles, rules, codes, regulations, and ordinances.
 - **B. Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
 - **C. Knowledge of the City of Duluth Fire Department’s policies and procedures.
 - **D. Knowledge of the properties and reactions of common and uncommon chemicals and products.
4. Skills:
 - **A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.
 - **B. Skill in reading and interpreting complex technical and legal materials.
 - C. Skill in investigating fire scenes and analyzing the findings of an investigation.
 - D. Skill in supervising assigned personnel.
5. Ability:
 - **A. Ability to recognize fire hazards.
 - B. Ability to assist in planning and directing a program of public education concerning fire prevention.
 - C. Ability to investigate fires for cause, analyze findings, and prepare reports and recommendations.
 - **D. Ability to work effectively with co-workers, administrators, employees, media representatives and the general public.
 - **E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.

- **F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
- **G. Ability to lift and carry items weighing up to 50 pounds, such as debris from a fire scene.
- **H. Ability to attend work on a regular basis.

6. Other Requirements:

- **A. Must pass periodic medical examinations to verify the ability to physically perform all duties that may be assigned during emergencies, including tasks requiring the use of a self-contained breathing apparatus.
- **B. Must not use, by smoking, ingestion, or otherwise, any tobacco products.
- C. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Hall or at a location from which they can respond by vehicle to Headquarter Fire Hall within 30 minutes of being notified, given normal driving conditions.

* Essential functions of the job.

** Job requirements necessary on the first day of employment.

Genlst: CT	Class: 3209	Union: Fire	Pay: 230	CSB: 20110906
CC: 20110926	Res: 11-0478R	EEOC: Professional	EEOF: Fire Protection	WC: 7706