BRIGHAM CITY CORPORATION
Job Description

Title:	**Fire Marshal**	**Code**:	381
Division:	Fire	**Effective Date:**	8/30/19
Department:	Fire Department	**Last Revised:**	
Grade: E69		**FSLA Status: Exempt**	
Hiring Range: $27.67 - $34.58 per hour (depending on qualifications)			
OPENED: August 30, 2019		**CLOSES: September 9, 2019**	

GENERAL PURPOSE
Performs **professional and technical duties** related to fire inspections and establishes policies involving interpretation and enforcement of fire and building codes, fire safety evaluation of buildings, fire code compliance, plan reviews, fire investigation. Coordinates public safety education events.

SUPERVISION RECEIVED
Works under the direction of the Fire Chief.

SUPERVISION EXERCISED
May be required to provide general supervision to Firefighters.

ESSENTIAL FUNCTIONS
Coordinates and conducts residence and business fire safety inspections within the city; monitors and keeps accurate records on each business inspection and fire investigation.

Inspects public buildings to identify fire hazards; provides advice to aid in eliminating or reducing hazards; reviews building and fire sprinkler plans to assure fire code requirements are met.

Develop and supervise the department Company Inspection program for small business; public education programs.

Investigates fires and coordinating the activities of fire investigation; assists the Fire Chief in completing reports, special projects and other administrative support duties.

Perform building and site plan review for new construction for compliance with fire codes including automatic fire suppression and detection systems; conduct final occupancy inspections.

Reviews plans for annual events including but not limited to fireworks displays and the Peach Days celebration, to assure vendors comply with fire and life safety codes. Performs fire and life safety inspections on event booths and public gathering locations.

May function in command roll at emergency scenes; oversee shift activities and work schedules; assures quality of work performed and policy compliance.

Responds to fires and other emergency scenes when called upon; operates fire equipment during routine and emergency situations; using proper firefighting and safety procedures at all times; provide medical services as needed.

Ensures compliance with self-contained breathing apparatus (SCBA) fit testing to meet OSHA requirements and city approved fire division physical agility test.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. **Education and Experience**
   A. Graduation from High School or equivalent and sufficient education and training in inspections and investigations; bachelor's degree in fire science or other related field preferred;
   AND
   B. Five (5) years experience as a fire fighter or fire inspector.
   OR
   C. An equivalent combination of education and experience

2. **Knowledge, Skills & Abilities**
   Working knowledge of fire prevention techniques; working knowledge of fire inspection methods; fire investigation procedures; techniques and methods of fire suppression and control; effective operation of policies and procedures established for the Fire Department; emergency medical procedures; considerable knowledge of common fire and chemical hazards and related safety precautions; building construction techniques and the consequence of each type on fire prevention activities; geography of the city and surrounding area; public speaking and interpersonal communication skills.

   Skill in methods and techniques of firefighting.

   Ability to plan, organize and direct the implementation of overall fire department programs and objectives; direct and supervise various levels of professional fire fighters; communicate effectively, verbally and in writing; make quick and accurate decisions in emergency situations; safely operate department vehicles, apparatus and other emergency equipment; develop effective working relationships with local elected officials, appointed officials, subordinates, vendors and the public.

3. **Special Qualifications**
   Must possess a valid state of Utah Class A commercial driver license (CDL).
   Must be certified as a Fire Fighter II.
   Must be certified as a Fire Officer
   Must be certified as Fire Inspector.
   Must be certified as Fire Investigator.
   Must pass annual SCBA fit test and physical agility test.
   Must maintain minimum on-call requirements.

4. **Work Environment and Physical Demands**
   Functions of the position performed in an office and field environment; travel from site to site; construction site environment; exposure to hazardous encounters dealing with inspection and investigation of buildings that have been damaged by fire, or stored hazardous chemicals; exposure to noise and dust; subject to seasonal outside weather conditions and exposure to extremely hazardous conditions and materials; required to maintain physical condition necessary for moderate to heavy lifting and carrying; bending, stooping and climbing; walking and standing for prolonged periods of time; operating motorized vehicles; maintaining physical condition appropriate to the performance of assigned duties.

   Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving.

EMPLOYMENT APPLICATION PROCEDURES:
Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2192107** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302 or fax to 435-695-2660, Attn: Charisse Jeppsen or by email to cjeppsen@utah.gov. Registration and application available at website https://jobs.utah.gov for all qualified applicants..

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.