



DURANGO FIRE PROTECTION DISTRICT

JOB DESCRIPTION

Fire Marshal

Range: \$106,259 – 119,952

Division: Prevention and Code Enforcement

Supervisor: Fire Chief/Deputy Fire Chief of Support Services

JOB SUMMARY

To implement, direct, manage and evaluate all the programs and activities of the Prevention and Code Enforcement Division to include, but not be limited to, community education, code enforcement, construction plan reviews and inspections, permitting and fire investigations through leadership, education, cooperation and collaboration with the community members, businesses, developers, and local government.

ESSENTIAL FUNCTIONS

- Follows the Organization's Mission, Values, and Expectations
- Implements the Organization's philosophical approach to Prevention and Code Enforcement Division of educating and enforcing the code to meet intent, and do so through leadership, cooperation and collaboration
- Provide mentorship and leadership for the advancement and success of staff
- Effectively manage and lead the resources of the Division of Prevention and Code Enforcement to maximize efficiency, including direct supervision of the personnel assigned, management of the workload to assure prompt and professional service for the community given the knowledge, training, and experience of the Division staff.
- Coordinate, communicate and work with partnering agencies so that conflicts are mitigated and limited, and clear lines of responsibility are developed.
- Develop and maintain effective relationships with the community and partner agencies.
- Manage and develop the Division's budget, fee for service schedule, impact fee intake process, and develop processes in conjunction with the Chief and Finance Director to ensure that the Division's spending is anticipated, and expenses do not exceed the allotted annual budget.
- Guide the development, maintenance and evaluation of the Division's record and data management systems for completeness, accuracy, and efficiency.
- Manage a fire investigation program, so that legal mandates are met, and jurisdictional requirements are formulated to ensure consistent, complete, and safe investigations.
- Manage the process for conducting compliance inspections so that jurisdictional requirements are identified, and deficiencies are identified, documented and compliance is determined.
- Manage a process for enforcing the provisions of the adopted codes, including plan reviews, rendering interpretations, making code-compliant or organizational specific recommendations.
- Manage and maintain processes for administering permits, licenses, and certificates so that applicable codes, standards, and jurisdictional requirements are met.
- Conduct community risk analysis given data and information trends, target risks, community input and other resources to maintain a current community risk reduction plan.
- Manage a comprehensive fire and life safety education strategy, given a community risk reduction plan so the program goals, design, resources, implementation and evaluation methods are included.

- Oversee and develop the youth fire setting prevention and intervention program.
- Manage the processes for the adoption, modification and maintenance of codes, standards, and jurisdictional requirements.
- Provide leadership to Fire Code Board of Appeals so that appeals can be resolved and BOA members are educated in the implementation of the adopted code(s) and involved in the development of future codes.

OTHER DUTIES

Personnel Management/Leadership:

- Approval and management of time reporting, leave, overtime and compensatory time, and on-call coverage.
- Supervising and managing assigned personnel.
- Develop and maintain a team attitude within the Division
- Addresses employee concerns and problems, provides counseling, and discipline.
- Develop a training and education program for each employee to encourage success for the employee and the Division.
- Ensure the appropriate levels of certification, knowledge and experience for each position and staff member through the use of a step and grade program.
- Support the efforts of the staff to receive and maintain certification, training, and knowledge to successfully perform their assignments and for advancement.

Fire and Construction Inspections:

- Resolve difficult code enforcement situations through meeting with contractors, developers, engineers, and attorneys to negotiate compliance to meet the intent of the codes and plans.

Relationship:

- Coordinate with other Divisions within the organization to promote unity within the organization.
- Develop methods to share knowledge of life safety systems, structures, etc. with other divisions within the organization.

Other Duties as assigned:

- Regularly performs other duties – associated or unrelated to other aspects of the job – for the good of the Division and in the spirit of public service and the interests of the organization – independently or under direction of the Fire Chief or Deputy Fire Chief.

KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge of DFPD Personnel Policies and Operational Policies/Standard Operating Procedures
- Knowledge of district geography and boundaries
- Calm, levelheaded, confident, organized and well disciplined
- Passionate and have the ability to work with the community as well as other employees
- Strong supervisory and leadership skills to develop and maintain a team approach to the community, Division, and organization
- Clear ability to be involved in volatile situations and maintain a calm and reassuring attitude – while working toward resolutions
- Knowledgeable and experienced in customer service, negotiation and problem solving
- High level of knowledge and experience in prevention, community education and risk reduction principles and practice, knowledge of the adopted International Fire Code(s) and Standards, investigative procedures, fire and arson investigations, building construction principles and practice, the ability to

function effectively within the political arena, strong verbal and written communication skills, employee supervisory practices and personnel management.

REQUIRED QUALIFICATIONS

- High school diploma or general equivalency diploma (GED)
- Valid driver's license
- NWCG qualified as FFT1, or above
- College Degree in a related field at the Baccalaureate level
- ICC Fire Inspector II and Plan Reviewer
- NAFI or IAAI Fire/Explosion Certification
- NWCG 210
- Hazardous Material Operations
- CPR

PREFERRED QUALIFICATIONS

- State of Colorado Fire Inspector III
- L105 an G-290 PIO Basics
- ICC Fire Marshal
- Life Safety Educator
- Youth Fire setting I

WORK REQUIREMENTS

- Must be able to climb ladders and stairs
- Reaching
- Frequent and long term standing
- Walking, sitting, stooping, kneeling, crouching or crawling
- Lifting (occasionally up to 50 pounds)
- Adequate vision for driver safety and spatial awareness
- Must be able to sit and operate computer terminal
- Must comply with the organization's wellness and fitness program and remain qualified defined by NFPA 1582 guidelines as well as associated DFPD SOP's including wild land pack test and participating in the Cooper Fitness Evaluation.

THIS IS AN EXEMPT POSITION

Revised: October 2023