FIRE MARSHAL

POSITION SUMMARY

Under direction of the Fire Chief, supervises and coordinates the fire prevention and inspection activities of the Fire Department; including fire investigation activities; reviews plans and specifications for buildings and fire protection systems; coordinates assigned activities with other divisions, departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Fire Chief. This position serves as Officer in Charge (OIC) on a rotating basis and is subject to emergency call while on and off duty. Subject to staff assignment in training and operations.

RESPONSIBILITIES

Essential Duties (4D):

- Performs fire code compliance inspections and coordinates the fire inspection program. Provides technical assistance with field inspections. Interprets codes; determines how inspections will be conducted. Reviews plans for new construction and installation of fire protection equipment for compliance with fire and life safety regulations.
- Responsible as assigned for training of Fire Department personnel. Responsible for directing the activities of the Fire Department in the absence of the Fire Chief and Assistant Fire Chief.
- Develops, delivers, and coordinates fire prevention community programs.
- Updates fire code compliance files and records. Prepares reports of inspections and public education activities.
- Performs emergency response and fire investigation duties. Participates in night duty rotation, and performs officer in charge duties as assigned.
- Assures accurate completion of pre plans and field inspections.
- Maintains working knowledge of ISO rating system and the department's current rating criteria.
- Performs other duties of a similar nature or level.

Knowledge, Skills and Abilities: (position requirements at entry):

- Thorough knowledge of modern fire prevention, suppression, and Public Education Practices and Procedures.
- Knowledge of fire protection principles and systems.
- Knowledge of International Fire and Building Codes and Dickinson Municipal Code.
- Knowledge of education methodology;
- Ability to read and interpret schematic diagrams and blueprints;
- Ability to maintain accurate files and records;
- Knowledge of City geography and street locations;
- Skilled in interviewing and investigative techniques;
- Ability to use a variety of office equipment and related applications.

Judgment/Decision Making (5D):

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- Develops strategic direction, goals, plans and policies for the department with the final approval from the Fire Chief.
- Sets goals and objectives and is accountable for overall results in respective area of responsibility.
- Requires a high level of independent judgment and problem solving of complex problems. Errors in judgment could jeopardize the viability of one or more departments.

RELATIONSHIPS

Leadership/Supervisory Responsibilities (4D):

- Manages staff through supervisors and has some human resource responsibilities for direct reports. Organizes and directs the work activities of Fire Inspector(s) and Firefighters assigned inspection duties. Makes disciplinary and hiring recommendations.

Relation to Others (4D):

- Considerable and consistent contact with other in key positions within the community and state.
- Requires advanced interpersonal and communication skills to establish and maintain internal and external relationships.
- Likely to be involved in media related activities; background work/information gathering.

SKILLS

Education (5D) and Experience (5D) (position requirements at entry):

- Associates Degree, Bachelors Degree preferred. Course work in fire science, educational methodology and/or construction disciplines.
- Five years of progressively responsible experience in fire prevention/public education with a career or combination fire department. Completion of National Fire Academy coursework relating to Fire Inspection Practices, Fire Protection Systems and Public Education or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Drivers License
- Certification as a North Dakota Firefighter II, or equivalent nationally recognized certification;
- IS 700 and 800A and ICS 100, 200 300, & 400 Certification;
- Professional Rescuer CPR and First Aid;
- Weapons of mass destruction/Hazardous Materials Operations level certification.
- CPR and First Aid Instructor Certification – must obtain within one year of hire

WORKING CONDITIONS

Environment (5D):

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- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.

Classification: Class V (1000 points) **Grade 19 (G-20)**
FLSA: Exempt
Created and updated to new format: Changed title from Fire Prevention Specialist to Fire Marshal 5/22/14
Approved by CSC: 5/28/14, 3/23/16
Approved by City Commission: Reclassification from Class IV to Class V – 6/16/14
Updated by: Fire Chief Sivak, HR Coordinator Nameniuk 7/18/2019. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.