

FIRE MARSHAL - 145

DEFINITION OF WORK

Under regular supervision, performs difficult protective services and administrative work in the Fire Prevention Bureau; does related work as required.

EXAMPLES OF WORK

Supervises, assigns, counsels, disciplines, and evaluates work of staff; plans and manages fire prevention programs, fire inspection programs and supervises the investigation of the causes of all suspicious, incendiary, and undetermined fires; review construction documents for code compliance; supervises maintenance of all fire prevention materials, reports, and fire investigation records; collects evidence, questions witnesses, compiles detailed reports and testifies in court; participates with law enforcement and insurance agencies in preparation of arson cases for successful prosecution; responsible for the proper interpretation and enforcement of all pertinent fire codes and ordinances; prepares the Fire Prevention Bureau's Budget; manages and issues fire permits, certificates, and fee schedule system and makes recommendations for change in permits and fees. Also, monitors fire prevention's expenditures in the contexts of the current year budget appropriation; formulates and implements fire safety and prevention policies, procedures, rules and regulations; provides technical information on fire prevention principles and practices, and fire suppression equipment and appliances; makes periodic public addresses, answers inquires from the public regarding fire prevention practices. Meet with the news media for interview; meet with architects, engineers and building/fire officials. Attends meetings and services on committees, boards, and agencies related to promoting fire prevention and improving fire suppression techniques. May assume additional responsibilities as deemed necessary during a city/county crisis. Contributes to the overall goal of the City to efficiently and effectively provide continuous quality customer service to the citizens of Winston-Salem.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree supplemented by courses in fire science, fire prevention methods and techniques, and building and fire code interpretation, with extensive experience in fire prevention work.

Knowledge, Skills and Abilities: Comprehensive knowledge of modern principles and techniques of fire prevention, including inspection methods, fire hazards and methods of eliminating hazardous conditions; comprehensive knowledge of construction plans and documents; comprehensive knowledge of the fire prevention codes, practices and policies; comprehensive knowledge of the modern principles and practices of fire investigation; thorough knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements; some knowledge of electrical wiring systems and their capacities; administrative ability; ability to plan, assign and direct the work of a number of employees.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license. Must be able to satisfy the North Carolina Code Officials Qualification Board's Fire Officials certification requirements; must be able to obtain a Fire Inspector Level III Standard Certification, and North Carolina State Fire/Arson Investigator's Certificate.