

# South Jordan City

## Job Description

**Title:** Fire Marshal  
**Org:** 100420  
**Pay Grade:** GS20

**Effective Date:** 6/25/2023  
**FLSA:** Exempt/Administrative  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Perform a variety of administrative and technical duties as needed to plan, organize, direct and coordinate construction inspection. Provide leadership, direction, management, supervision and coordination of Building division activities.

### SUPERVISOR

Chief Building Official

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Accomplish performance goals established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Perform the duties of Plans Examiner.

Act as safety officer for City events and mass gathering events as requested.

Respond to structural incidents to assess fire or other damage to structural components of buildings for safety and habitability when requested.

Assume the authority and responsibility of the Deputy Fire Code Official as set forth in the International Fire Code, Utah Code Annotated, and South Jordan City Ordinance, as currently adopted and hereinafter amended. The Fire Marshal, acting as the Fire Code Official, shall not have the authority or responsibility for 1) fire records, 2) fire investigations, and 3) controlling or prohibiting the use of fireworks, lighters, matches, and smoking materials in hazardous areas. Those responsibilities shall be the responsibility of the Fire Chief.

Interpret and enforce the provisions of the International Fire Code and other applicable fire and life safety codes and standards; evaluate and issue permits, licenses and/or certificates; inform, educate, and/or issue orders, warnings, or citations as required to affect compliance with applicable codes and ordinances.

Conduct a comprehensive and technical review of construction documents for compliance with building, fire and life safety codes; calculate water fire flow requirements for buildings; and coordinate, supervise and conduct fire and life safety inspections of new and existing structures, facilities, tanks, haz-mat sites, etc.

Serve as the City's liaison on issues related to fire and life safety codes and standards with the State Fire Marshal, City's Chief Building Official, building inspectors, firefighters, architects, engineers, contractors, residents, business representatives and others; serve on various internal and external committees and represent the City in various organizations and associations.

Manage the process for the adoption, modification, and maintenance of codes, standards, and other jurisdictional fire and life safety requirements.

Investigate and resolve inquiries and complaints related to assigned activities.

Participate in the preparation and administration of the assigned budget; and conduct research and submit budget recommendations.

Maintain data and records related to assigned activities.

May temporarily assume the duties and responsibilities of the Chief Building Official.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Associates Degree in fire science, building construction or related field;
- AND
- B. Three (3) years of fire inspection experience;

2. Special Qualifications:

Valid Utah Class D Drivers License  
Bachelor's degree in fire science or building construction preferred  
ICC Fire Inspector I & II  
ICC Fire Plans Examiner  
Utah Hazardous Materials Awareness & Operations Certification  
Certified Fire Code Official or obtain within one (1) year of employment

3. Knowledge, Skills and Abilities:

Knowledge of applicable federal, state, and local codes, laws, regulations, and standards; applicable legal and administrative process for the development, modification and/or adoption applicable codes, ordinances and standards; administrative and legal processes for managing appeals; occupancy types, levels of protection, emergency response capability, fire and life safety hazards and related prevention/abatement methods; and the unique hazards associated with the community; technological tools for the plan review process; legal processes for managing permits, licenses, and/or certificates; technical writing and procedure/policy formatting procedures; mathematics related to assigned responsibilities; public fire and life safety education issues, program administration issues, community concerns and available community resources; training and professional development principles, guides, and standards; needs analysis, task analysis, lesson planning, instructional methods, characteristics of adult learners, instructional media, curriculum development and development of evaluation instruments; principles and procedures of record keeping; local geography including City streets, major hazards and water system; and effective customer service methods.

Ability to operate a personal computer and Microsoft products.

Ability to perform all tasks, duties and responsibilities associated with the certifications, licenses and essential tasks identified herein; read, interpret and apply laws, rules, regulations, policies and/or procedures; evaluate information against a set of standards; make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions; control or direct the operation of a program or function; coordinate the activities or tasks of people, groups and/or organizations; use effective methods and techniques to deal with and resolve complex issues; be self-directed, maintain positive working relationships; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; communicate effectively orally and in writing; compose and produce reports, documents and related material; handle media inquiries from both print and broadcast; and operate a motor vehicle safely.

4. Working Conditions:

Generally involves light physical effort in a controlled environment however exposure to seasonal and weather extremes does occur; required to sit for extended periods, stand and walk; involves exposure to areas with a high degree of hazard uncertainty; considerable exposure to stressful situations as a result of multiple and conflicting deadlines and human behavior; travel is required; and irregular working hours may be required.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Exempt</b>	<b>EEO-4 Class:</b>	<b>Official/Adm</b>
<b>Location:</b>	<b>Building</b>	<b>EEOP Class:</b>	<b>Official/Adm</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1715</b>