

South Jordan City

Job Description

Title: Assistant Fire Marshal
Org: 100420
Pay Grade: GH20

Effective Date: 9/10/2024
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Under the general supervision and direction of the Deputy Fire Chief or Fire Marshal, performs duties and provides the city with fire code related duties including but not limited to: plan reviews, annual commercial fire inspections, fire pre-plans, AED ordinance compliance, rapid entry key box compliance, fire code enforcement actions, and other duties as assigned by the fire department.

SUPERVISOR

Deputy Fire Chief or Fire Marshal

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. 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.

Act as the incident support officer for City events and mass gathering events as requested.

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.

Calculate water fire flow requirements for buildings; and coordinate, supervise and conduct fire and life safety inspections of new and existing structures, facilities, sites and systems, including but not limited to; tanks, hazardous materials sites, daycares, fire hoods and other fire suppression systems, firework sales, launch sites and fallout zones, open burn sites, mass gathering events, and food trucks.

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.

Represent the fire department on the Development Review Committee

Coordinate and oversee the Juvenile Fire Setter Program

Coordinate the annual business inspection program.

Inform and educate the fire department in the provisions of the International Fire Code and the best practices surrounding fire company level business inspections.

Coordinate the fire pre-plan program.

Manage the fire protection systems inspection and reporting program, to include the coordination of all follow up inspections of those systems.

Coordinate the AED ordinance enforcement program.

Coordinate the rapid entry key box program.

Maintain data and records related to assigned activities.

Ability to operate a personal computer and Microsoft products.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. Five (5) years of full-time firefighting experience.

2. Special Qualifications:

Valid Utah Class D Drivers License

Utah State Firefighter I and II Certifications

Utah State Hazardous Materials Awareness and Operations Certifications

Utah State AEMT or Paramedic Certification

ICC Fire Plans Examiner Preferred

Must obtain the following certifications within one-year of appointment:

○ ICC Fire Inspector I & II

○ Food Truck Inspector

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 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

Job Class:	Assistant Fire Marshal	EEO-4 Class:	Official/Adm
Location:	Fire	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	>1715