



City of Tempe

FIRE MARSHAL

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	578	<i>Department</i>	Fire
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Fire Marshal
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice**

REPORTING RELATIONSHIPS

- Receives general direction from the Fire Chief.
- Receives direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience conducting inspections, plan review and origin and cause investigations.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of a Fire Inspector II certification from a recognized organization. ● Possession of a Plans Examiner certification from a recognized organization. ● Completion of National Fire Academy Investigation courses or the International Association of Arson Investigators-Arson Investigation series I– IV.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s and Department’s stated mission and values. The Fire Marshal is to assist in planning, managing, and reviewing the activities and operations of Fire Inspectors including technical inspections and plan review of public, commercial, industrial and other buildings and premises to secure compliance with the fire prevention laws, standards and regulations, and is to develop fire safety codes, regulations and risk reduction programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Investigate complaints and violations and require corrective action; provide final review and oversight of significant investigations of fires, explosions and hazardous material releases.
- Plan, organize and supervise code enforcement and origin and cause investigation activities within the Community Risk Reduction Division; and to perform a variety of highly skilled technical tasks relative to assigned area of responsibility.
- Assist in coordinating assigned activities with other City departments and outside agencies; work directly with the Director and Deputy Directors of Community Development to identify concerns with building developments, code enforcement, and code modifications.
- Recommend and assist in the implementation of goals and objectives; implement and positively reinforce city and departmental policies and procedures.
- Participate in budget preparation; prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures.
- Provide pro-active performance planning utilizing performance management tools.
- Participate in monitoring employee performance objectives; prepare employee performance reviews; provide training; work with employees to correct deficiencies; implement discipline procedures.
- Prepare, update and enforce the City fire codes, ordinances and standards; Meet with developers, architects, contractors, citizens and various City departments to provide formal code interpretations.
- Review and update the City Ordinance with new editions of the International Fire Code that are reviewed and consistent with other codes associated with International Building Code and other code requirements associated with Community Development.
- Serve as an expert witness in court cases involving fire cause and code violations; Assist law enforcement agencies, City and County Prosecutor's Offices and the Attorney General's Office with case investigation preparation.
- Participate in the annual risk assessment, gap analysis, strategic planning, development of staffing studies, and other analytical tools to evaluate performance and trends associated with the Community Risk Reduction Division.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective November 2023</i>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Fire Marshal

Job Code: 578

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				X
Stationary / Stand			X	
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*		X		
Respirator*		X		
Airborne Chemical Exposure		X		
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors			X	
Around, in or on water	X			
Extreme Heat			X	
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights		X		
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl	X			
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders		X		
Neck Range of Motion		X		
Traverse Uneven Surface			X	
Traverse Even Surface				X

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and	X	
Peripheral (ability to observe an area that can be seen up and down or to the	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs	X	X
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time. - Ability to handle high stress environments.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

****Hearing test is required**