

# CITY OF HELENA



**Position Title:** Deputy Fire Marshal

**Department:** Fire

**Division:** Prevention Bureau

**Grade:** FF5/FF6

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

This position will support the goal of the Fire Prevention and Investigation Bureau to decrease the number of incidents and severity of fire within the city of Helena. Under general direction of the Fire Marshal performs and coordinates programs within the Fire Prevention Division of the Fire Department including code enforcement and inspection, fire safety education, fire investigation, and final testing of fire suppression systems. Coordinates assigned activities, works with the public, and provides responsible and technical assistance to the Fire Marshal.

The Helena Fire Department consists of a Fire Suppression Division, Fire Prevention and Investigation Bureau and administrative support staff. This position is in the Fire Prevention and Investigation Bureau and does not perform Fire Suppression Division related activities such as EMS, fire suppression, or other such emergency response.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Target Hazard Inspections**

This position conducts complex inspections of defined target hazard occupancies, requested inspections of existing buildings, and licensing inspections. They identify and resolve violations of fire codes, ordinances, and state laws with building and business owners with notice of violations or orders for compliance. They also document, update, and retain appropriate documentation within the inspection file. The incumbent is expected to learn and understand the street systems of the city for efficient planning and completion of inspections.

## **Education**

The position will promote fire and life safety within the city of Helena through development of a comprehensive educational program. The position prepares and conducts fire safety educational programs to various community groups, businesses, and school age children. They prepare and conduct public safety announcements to various media outlets as directed and may perform PIO functions as directed. May be directed as needed to provide training to fire suppression shift personnel on fire investigation, inspection and code enforcement, and fire suppression and detection systems among other related topics.

## **Systems Compliance**

This position ensures deficient fire and life-safety systems are operable and properly maintained. They work with building and business owners to make improvements as necessary. The position will be required to write letters, make phone calls and schedule follow up visits as applicable to ensure compliance is achieved. Incumbent will seek legal remedy as needed upon exhausting standard

compliance notices and efforts.

### **Fire Investigation**

This position is responsible to respond to and conduct fire investigations within a team or alone as needed. They must be able to collect evidence, interview witnesses and firefighters, determine the origin and cause of fires, prepare detailed reports of findings, and communicate findings in legal settings. Incumbent will be required to communicate needed information to the Fire Marshal and Fire Chief as well as formulating and releasing press releases as appropriate.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

- **Effective oral and written communication skills**
- **Customer service skills**
- **Good time management and organizational practices**
- **Ability to research and decipher fire codes, ordinances, and state laws**
- **Self-motivated and productive**
- **Ability to work without close supervision**
- **Knowledge of fire codes and fire prevention principles and practices**
- **Knowledge of fire department operations and governmental processes**
- **Computer skills (MS Office)**
- **Knowledge of fire investigative techniques, methods, and practices**
- **Knowledge of fire growth, dynamics, and behavior**
- **Knowledge of fire protection and detection systems**
- **Knowledge of fire safety building codes and hazardous materials storage regulations**
- **Ability to develop and maintain effective working relationships with stakeholder groups**

### **Physical Demands:**

The incumbent must possess the ability and strength needed to lift 50 pounds and perform prolonged and arduous work under adverse conditions. There is potential for exposure to all weather conditions.

The position will be required to use tools and equipment such as but not limited to computers, radios, pagers, telephones, hand tools, and ladders. The position must use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus during hazardous incidents.

### **Minimum Qualifications (Education, Experience and Training):**

This position prefers a Bachelor's degree in Fire Science, or other related degree and two years experience in a fire-service or inspection related position. An Associate's degree and four years experience in a fire-service or inspection related position may be substituted. A High School diploma and 6 years of fire-service or inspection related experience may also be considered. Other relevant combinations of education and work experience may be evaluated on an individual basis.

### **License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Must be certified by either NFPA or ICC on the Fire Code within 1 year of hire date. Pay will be at the

FF6 grade upon certification.

Supervision Received:

Supervised by Fire Marshal

**Supervision Exercised:**

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

YES      or       NO

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_