

POSITION TITLE:	FIRE MARSHAL
DEPARTMENT:	Emergency Services
DIVISION:	Fire & Rescue
POSITION NUMBER:	3017
FLSA STATUS / GRADE:	Non-exempt / 121
CLASSIFICATION:	Service Workers
REPORTS TO:	Chief of Fire & Rescue

GENERAL DESCRIPTION OF POSITION:

The Fire Marshal is responsible for enforcing portions of the Virginia Statewide Fire Prevention Code, performing safety inspections for county businesses, investigating causes of fires and explosions, reviewing fire protection system plans, and ensuring and educating the public about fire safety. Work is performed under the general supervision of the Chief of Fire and Rescue with latitude for independent judgement and action. This position is part-time.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Supervises and conducts investigations of fire and explosion incidents
 Conducts post incident witness and suspect interviews
 Presents finding in civil and criminal proceedings, either individually or as a team member, in compliance with the Bedford County and Virginia Code
 Prepares detailed investigative reports; provides detailed information and opinion on matters of fire prevention and safety
 Responsible for overall operation of the fire marshal's office (FMO) and the supervision of employees and volunteers
 Serves as an agency spokesperson as necessary
 Facilitates presentations and training to the public as needed.
 Teaches relevant sections of Fire Fighter I / II and other internal and external courses as needed.
 At the request of the Director of Community Development, serves on the Technical Review Committee, making recommendations for plan review and site assessment.
 Accomplishes all tasks as appropriately assigned or requested by management.
 Participates in employee meetings and training as needed.
 Performs special projects as assigned.
 Meets attendance requirements and maintains the highest level of dependability.
 Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.

QUALIFICATIONS:

Education / Experience:

High school diploma or GED in combination with education and experience reflecting possession of the required knowledge, skills, and abilities. Prefer three (3) years of prior experience in a field related to position. Experience working with the public.

Knowledge / Skills and Abilities:

Completion of VDFP Firefighter II, Hazmat Operations, EVOC and Fire Instructor II. Must possess or obtain training in the field of post blast investigations. Completion VDFP/VFMA Law Enforcement School is desired. Proficiency in Microsoft Office, Image Trend, other related computer applications; as well as the use of applicable office equipment.

Certifications /

Must possess a valid Commonwealth of Virginia driver's license, proof of



Licenses:	insurance required to drive on County business, and acceptable driving record.
Physical Requirements:	<p>Certified in VDFP 1033 Fire Investigator and 1031 Fire Inspector; shall maintain state certification in each by completing all required in-service training.</p> <p>BHCD certification as a Fire Prevention Inspector. Certification as an IAAI Fire Investigation Technician, IAAI Certified Fire Investigator or NAFI Certified Fire and Explosion Investigator.</p> <p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.</p> <p>Must be able to lift and move heavy objects weighing up to 100 pounds and maintain physical fitness commensurate with emergency response needs. Requires annual medical examination to establish fitness to perform the job. Position requires rapid and unpredictable progression from a stress-free environment into a highly stressful environment with a threat of physical injury or death. Position may be required to use force, as appropriate or defensive measures to subdue persons or to defend self or others.</p>
Environmental Factors:	Routinely exposed to the hazards associated with fire suppression and related investigative work, namely fire, smoke, toxins, and other hazardous materials, to include explosives, biohazards and exposure to climatic extremes. May be exposed to explosives and chemical, biological and radiological hazards.
Special / Additional Requirements:	<p>Subject to a complete criminal history background search and drug screening with acceptable results.</p> <p>Work schedule will include evenings and weekends. Some workdays require double shifts and off-duty contact.</p>
Disclaimer:	<p>This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This is not an employment contract and does not alter any employee at-will status.</p> <p>Bedford County, VA is an Equal Opportunity Employer.</p>

