

MONUMENT FIRE DISTRICT

19775 Mitchell Avenue

Monument, CO 80132

Position Description

**COMMUNITY RISK REDUCTION-DEPUTY FIRE MARSHAL
Position Description**

POSITION TITLE: **Community Risk Reduction Deputy Fire Marshal**
AGENCY DIVISION: **Administration/Sworn**
PAYGRADE: **Full Time (\$115,663-\$130,105)**
FLSA STATUS: **Non-Exempt**
HOURS: **40 Hours/Week**
EMPLOYMENT STATUS: **At-Will**
REPORTS TO: **Division Chief of Community Risk Reduction**

JOB SUMMARY:

Under the direction of the Fire Marshal, the Deputy Fire Marshal performs advanced-level duties in fire prevention, fire investigations, and code compliance. This position focuses on plan review, new-construction inspections, enforcement of fire and life-safety codes, fire watch and red-tag management, and fire investigation, in alignment with NFPA 921 and NFPA 1033. A commitment to professionalism, integrity, and maintaining a positive attitude is essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**Inspection and Code Compliance:**

- Conduct inspections and re-inspections of new and existing commercial, industrial, and residential buildings to identify fire hazards and ensure compliance with fire codes.
- Perform acceptance tests for fire protection systems, including alarms, sprinklers, and extinguishers.
- Perform plan reviews for fire protection systems (e.g., fire sprinklers, fire alarms, standpipes) and building construction to verify adherence to fire codes, including IFC, NFPA standards, and local amendments.
- Manage fire watch and red-tag programs, including issuing corrective actions, coordinating fire watch personnel, and ensuring the timely resolution of code violations.
- Educate contractors, property owners, and stakeholders about code compliance and fire safety measures.
- Investigate complaints regarding fire code violations and recommend corrective actions.

Fire Investigations:

- Conduct or assist thorough fire origin and cause investigations in compliance with NFPA 921 (Guide for Fire and Explosion Investigations) and NFPA 1033 (Professional Qualifications for Fire Investigator).
- Collect, preserve, and document evidence in accordance with legal and professional standards.
- Prepare detailed reports of findings and provide testimony in legal proceedings when required.
- Collaborate with law enforcement, insurance representatives, and other agencies during investigations.

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**Documentation and Enforcement:**

- Prepare detailed fire inspection reports, hazardous material summaries, and other correspondence.
- Document violations of laws, ordinances, and safety hazards, and communicate with property owners to resolve issues.
- Conduct follow-up assessments to verify compliance with fire codes and applicable statutes.

Public Interaction and Collaboration:

- Maintain a professional and positive attitude while working with contractors, developers, and the public.
- Provide technical assistance to stakeholders regarding fire safety regulations, fire protection systems, and code requirements.
- Collaborate with other departments and agencies to enhance fire prevention and investigation efforts.

Administrative and Program Support:

- Maintain accurate records of inspections, investigations, and plan reviews using department software.
- Assist in the development and implementation of fire prevention policies, procedures, and educational programs.
- Participate in training programs to maintain certifications and stay current on code changes, investigative techniques, and fire prevention practices.

Training and Development:

- Train firefighter staff and community volunteers in risk reduction.
- Stay updated on best practices, emerging risks, and innovations in community risk reduction locally, statewide, and nationally.

SUPERVISION RECEIVED AND EXERCISED:

Work under the supervision of the Division Chief of Community Risk Reduction.

EXPERIENCE/CREDENTIALS REQUIRED

- Valid Colorado Driver's License
- Five (5) years of experience in fire prevention, fire inspection, or fire investigation, including plan review and new construction inspections.
- ICS-200
- NIMS-700
- CPR/AED certification
- CO DFPC Fire Inspector III (Plans Examiner) or equivalent required
- ICC Inspector II/ CO DFPC Fire Inspector II
- Fire Investigation Technician certification within 12 months

KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of fire codes, building codes, and NFPA standards.
- Proficiency in reading and interpreting construction plans, blueprints, and fire protection system designs.

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- Strong investigative skills with the ability to analyze fire patterns, identify causes, and document findings.
- Excellent verbal and written communication skills to prepare reports, educate stakeholders, and provide court testimony.
- Demonstrated ability to maintain a positive and professional demeanor, even in challenging situations.
- Ability to make sound decisions in high-pressure situations and resolve conflicts effectively.
- Foster a positive, collaborative work environment and support team members in achieving shared goals.
- Proactively identify and address issues without direct supervision.
- Always maintain a professional demeanor and appearance.

OCCUPATIONAL DEMANDS:

To perform the essential functions of this job, an employee must meet the physical demands and work environment described. Reasonable accommodation may enable individuals with disabilities to perform these functions.

- This position requires sitting for extended periods, as well as frequently performing tasks that involve pushing, pulling, pinching, gripping, reaching, kneeling, crouching, standing, walking, feeling, talking, hearing, and repetitive motions.
- Must have mobility to move and from various points within the facilities as well as mobility within the outdoor environment; Ability to lift and/carry up to 50 lbs.
- Materials and equipment directly used, but not limited to, computers, software, keyboard, telephone, office supplies, and office equipment.
- Ability to produce information in written form.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field.
- May require evening and weekend availability for community events and emergencies.
- Office and fieldwork environments with occasional exposure to hazardous situations.