

8878
ASSISTANT FIRE MARSHAL 3

Nature of Work

Under general supervision, performs advanced level protective services work in fire prevention, fire safety inspection, as well as fire, arson and explosion investigation. The incumbent is responsible for highly complex, more sensitive matters and serves as an expert in an area(s) of specialty primarily based on divisional assignment. Acts as an immediate supervisor and advanced-level worker of Assistant Fire Marshal In Training, Assistant Fire Marshal 1, and Assistant Fire Marshal 2 positions. Oversees the planning and scheduling of inspections or investigations, but potentially controversial or sensitive cases are brought to the Field Deputy Fire Marshal for review and final decision. The employee is assigned a primary geographic area and could be subject to work anywhere within the State of West Virginia. Required to work in potentially hazardous conditions during fire safety inspections, as well as fire, arson and explosion investigations. Travel is required. Performs related work as required.

Distinguishing Characteristics

Duties at the Assistant Fire Marshal 3 level have immense legal impact and are specialized. Incumbents are considered advanced in their field and serve as advanced-level workers with supervisory responsibility over lower level Assistant Fire Marshals.

Examples of Work

Serves as technical advisor in an area(s) of specialty.

Supervises subordinates in fire inspection activities and conducts advanced fire safety inspections of schools, public and private health care facilities, correctional facilities, businesses and occupancies, etc. for compliance with fire safety codes and performs follow-up inspections.

Supervises subordinates in fire investigations and performs the most advanced investigation of fires of a suspicious origin and those involving large dollar loss and the loss of life.

Performs advanced searches of fire scenes for physical evidence; examines fire scenes for the obtaining of physical evidence.

Reviews the prepared reports of those supervised for fire inspections, as well as fire, arson and explosion investigations.

Prepares written reports citing violations of code, nature of violations and explaining actions to be taken to correct violations; conducts follow-up inspections to determine if corrective actions have been taken.

Cooperates with local, state and federal law enforcement agencies in collecting evidence, canvassing witnesses, making arrests and testifying in court.

Coordinates, organizes, and presents classes on fire prevention, fire and life safety, as well as fire, arson and explosion investigations, and public fire safety.

Participates in the on-the-job and formal classroom training of subordinates to broaden their familiarity with state and federal laws on fire safety inspections, as well as fire, arson and explosion investigations in the prescribed methodology of the Office of the Fire Marshal.

Knowledge, Skills and Abilities

Knowledge of state and federal laws on fire safety inspection and/or arson/explosives investigation.

Knowledge of fire safety inspection as well as fire, arson and explosion investigation.

Ability to supervise, plan, assign, and coordinate the activities of other Assistant Fire Marshals.

Ability to critically examine plans, drawings, and specifications to determine compliance with fire codes.

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ASSISTANT FIRE MARSHAL 3 (cont'd)

Knowledge, Skills and Abilities (cont'd)

Ability to conduct advanced complex fire safety inspections as well as fire, arson and explosion investigations.

Ability to identify and preserve evidence collected at fire scenes.

Ability to present ideas clearly, both orally and in writing.

Ability to maintain effective working relationships with property owners, public officials and fellow employees.

Ability to make presentations and instruct various people, groups, and organizations at all appropriate ages sometimes using advanced technical knowledge.

Ability to provide expert testimony.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university and six (6) years of full-time or equivalent part-time paid or volunteer experience in law enforcement, fire prevention, fire safety, fire investigation, building inspection, or safety related field.

Substitution: High school diploma or equivalent and ten (10) years of full-time or equivalent part-time paid or volunteer experience in law enforcement, fire prevention, fire safety, fire investigation, building inspection, or safety related field.

Promotional Only: Three (3) years of full-time paid experience as an Assistant Fire Marshal 2 with the employing agency.

Established: 04/17/2003

Revised: 09/02/2016; 11/24/2018

Effective: 11/24/2018