

**ASSISTANT FIRE MARSHAL IN TRAINING****Nature of Work**

In a training capacity, acquires the ability to perform protective services work in fire prevention, fire safety, as well as fire, arson, and explosion investigations. For a period of time to be specified by the State Fire Marshal, the employee learns proper methods of fire prevention, inspection, and investigation through self-study, required classroom/course training, required certification completion, and by assisting with fire prevention inspections, as well as fire, arson, and explosion investigations in the field. The employee is assigned a primary geographic area but could be subject to work anywhere within the State. Travel is required. Required to work in potentially hazardous and dangerous environments during fire safety inspections as well as during fire, arson, and explosion investigations. Performs related work as required.

**Distinguishing Characteristics**

This is the first level in the Assistant Fire Marshal series. As proficiency is gained, greater independence is granted. Employees work under the close supervision of a senior Assistant State Fire Marshal or other technical superior and are expected to acquire the work specific knowledge, skills and abilities to function as an Assistant Fire Marshal. Employees may work at this level until the training program is completed and the supervisor determines the employee can function independently.

**Examples of Work**

Participates in formal classroom and on-the-job training to develop familiarity with state and federal laws on fire safety inspection as well as fire, arson and explosion investigation.

Assists with fire safety inspections of schools, public and private health care facilities, correctional facilities, and businesses and occupancies for compliance with fire safety codes; assists with follow-up inspections.

Learns to determine adequacy of hallways, stairways and doors to allow safe exit from the building.

Assists in the preparation of written reports.

Assists with investigations.

Learns to search fire scenes for physical evidence.

May make sketches and/or take photographs at fire scenes.

Learns to employ electronic detectors to locate physical evidence.

Assists with interviewing witnesses and suspects to obtain corroborative evidence.

May be required to testify in a court of law.

**Knowledge, Skills and Abilities**

Learns to acquire knowledge of state and federal laws on fire safety inspection as well as fire, arson and explosion investigation.

Learns to acquire knowledge of fire safety inspection, as well as fire, arson and explosion procedures and techniques.

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

Ability to conduct fire safety inspections and fire, arson and explosion investigations

Ability to identify and preserve evidence collected at fire scenes.

Ability to communicate effectively, both orally and in writing.

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

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**ASSISTANT FIRE MARSHAL IN TRAINING (cont'd)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to make presentations and instruct various ages.  
May require the ability to provide testimony.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** High school diploma or equivalent and four (4) years of full-time or part-time equivalent paid or volunteer experience in law enforcement, fire prevention, fire safety, building inspection or safety related fields.

**OR**

Any combination of experience as described above and successful completion of college coursework from a regionally accredited college or university may substitute for the above training on a year-for-year basis.

Established: 04/17/2003  
Revised: 09/02/2016; 11/24/2018  
Effective: 11/24/2018