

**8880**  
**ASSISTANT FIRE MARSHAL 1**

**Nature of Work**

Under general supervision, performs beginning level protective services work in fire prevention, fire safety inspection, fire department evaluation, as well as fire, arson, and explosion investigation primarily based on divisional assignment. The employee is assigned a primary geographic area of work but could be subject to work anywhere within the State of West Virginia. Travel is required. Required to work in potentially hazardous conditions during fire safety inspections, as well as fire, arson, and explosion investigations. Performs related work as required.

**Distinguishing Characteristics**

These positions work independently, performing basic fire prevention, fire safety inspections, fire department evaluations, as well as fire, arson, and explosion investigations.

**Examples of Work**

Conducts basic fire safety inspections of schools, public and private health care facilities, correctional facilities; businesses and occupancies for compliance with fire safety codes.

Conducts visual examination and testing of electrical systems, fire detection systems, sprinkler and fire suppression systems.

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

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

Organizes and presents classes on fire prevention, fire and life safety inspection, public fire safety education, as well as fire, arson, and explosion investigation.

Investigates fires; searches fire scenes for physical evidence. Employs electronic detectors to locate physical evidence.

Interviews witnesses and suspects to obtain corroborative evidence.

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

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

Investigates fires and explosions. Gains experience to examine fire and explosion scenes for obtaining of physical evidence.

Makes sketches and/or takes photographs at fire scenes.

Employs all necessary equipment to locate physical evidence.

Interviews witnesses and suspects to obtain corroborative evidence.

May be required to qualify as an expert in a court of law if called upon to testify.

**Knowledge, Skills and Abilities**

Knowledge of state and federal laws on fire safety inspection, as well as fire, arson and explosion investigation.

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

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**ASSISTANT FIRE MARSHAL 1 (cont'd)**

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

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.

Ability to make presentations and instruct various ages.

May require the ability to provide expert testimony.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited college or university and two (2) years of full-time or part-time equivalent 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 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.

**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.

**Promotional Only:** One (1) year full-time paid experience as an Assistant Fire Marshal in Training with the employing agency.

Established: 08/19/1993

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

Effective: 11/24/2018