

8881
ASSISTANT FIRE MARSHAL 2

Nature of Work

Under general supervision, performs as a lead worker in full-performance protective services work in fire prevention, fire safety inspection, and fire department evaluation, as well as fire, arson and explosion investigation. Inspections or investigations are planned and scheduled independently but potentially controversial or sensitive cases are brought to the Field Deputy Fire Marshal through the Assistant Fire Marshal 3 for review and final decision. The employee is assigned a primary geographic area, but 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

The Assistant Fire Marshal 2 is distinguished from Assistant Fire Marshal 1 by performing at the full-performance level and serving as a lead worker. It is distinguished from Assistant Fire Marshal 3 by the absence of advanced assignments and supervisory duties. The employee has been determined to be capable of functioning independently as a lead worker representative of the State Fire Marshal over lower level Assistant Fire Marshals.

Examples of Work

Conducts 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 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.

Investigates fires of suspicious origin or those which involve loss of life. Searches fire scene for physical evidence. May make sketches and/or take photographs at fire scenes. 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.

Coordinates, organizes, and presents classes on public fire safety education.

Oversees subordinates in fire investigations and performs investigation of fires of a suspicious origin and those involving large dollar loss and the loss of life; performs searches of fire scenes for physical evidence; examines fire scenes for obtaining of physical evidence.

Makes sketches of and photographs of all examined fire scenes for the purpose of providing the most complete and accurate documentation of that scene.

Employs all necessary equipment to locate physical evidence.

Interviews witnesses and suspects to obtain corroborative evidence.

Participates in formal classroom and on-the-job training to broaden and develop familiarity with state and federal laws on fire safety inspection and/or arson/explosives investigation.

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

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ASSISTANT FIRE MARSHAL 2 (cont'd)

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 and fire, arson and explosion investigation.

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.

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 four (4) 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 eight (8) years of full-time or equivalent part-time paid or volunteer experience in law enforcement, fire prevention, fire safety, building inspection or safety related field.

Promotional Only: Two (2) years of full-time paid experience as an Assistant Fire Marshal 1 with the employing agency.

Established: 08/19/1993

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

Effective: 11/24/2018