

**Pulaski County Fire-Rescue  
Fire Marshal**

**Department:** Pulaski County Fire-Rescue

**Supervision Exercised:** Provides technical support to operations personnel regarding code compliance matters; directs operations personnel during an incident investigation phase.

**Supervision Received:** Fire Chief

Work is performed under the general supervision of the County Fire Chief, and in joint collaboration with the Building Official, Emergency Management Coordinator, County Sheriff, Chiefs of Police of the Towns of Dublin & Pulaski. Collaborates with other entities and personnel as needed and directed. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-Time

**VRS STATUS:** Hazard Duty Eligible

**REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS:** Drug & Alcohol Testing, Background Screening, current driver's license & Driving Record Required. An Annual Physical is also required. County residency preferred, 25-minute drive time to Pulaski County acceptable.

**Work Hours:** Variable hours, scheduled as needed for the County's needs and emergency situations. Some overtime, evening work, holiday and overnight travel may be required.

**Essential Employee:** Yes, see Pulaski County Personnel Policy

**POSITION SCOPE:**

The Pulaski County fire system consists of 6 all-volunteer fire departments, 2 combination departments funded and managed by arrangements between 2 autonomous towns and the County, and Pulaski County Fire-Rescue (PCFR), a newly formed department within Pulaski County.

**ESSENTIAL FUNCTIONS:**

Conducts fire and life safety inspections of new and existing commercial establishments, as well as multi-family residences, to determine the existence of fire hazards, the operational level of fire protection equipment and the compliance with county and state fire codes. Maintains knowledge of any changes to the state or County fire codes. Investigates complaints of fire safety hazards, compiling data and ordering actions to comply with codes and ordinances, as applicable.

In partnership with the Building Official, the Fire Marshal shall conduct, review and perform technical inspections of fire detection and suppression systems for conformance with County fire codes and state building codes; inspects construction work upon completion, giving final approval to work that meets applicable codes.

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Shall conduct investigations of fires and explosive/bomb incidents, and Hazardous Materials Incidents within Pulaski County. This includes but is not limited to; collecting physical evidence, sketching fire scenes, interrogation of witnesses or suspects; prepares documentation of all investigative action for presentation in criminal or civil court, as necessary.

### **OTHER ESSENTIAL FUNCTIONS:**

- Builds and maintains a professional working relationship with the Building Official and the office of Emergency Management.
- Builds and maintains a professional working relationship with the Pulaski County Sheriff's Office and both law enforcement agencies within the independent towns of Pulaski and Dublin.
- Delivers visual demonstrations, presentations, and performs other public relations and educational activities relating to fire prevention and safety, to include Fire Prevention Programs.

### **JOB REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug/alcohol test and background check. Possess and maintain a valid Driver's License in the Commonwealth of Virginia, and meet all of the requirements to operate emergency vehicle per policy.

### **RESPONSIBILITIES:**

- Adoption and implementation of the Virginia Statewide Fire Prevention Code
- Shall investigate fires, bombings, and hazardous materials incidents within Pulaski County
- Oversee the review of building plans, smoke detector plans, fire alarm plans, sprinkler plans, and fire extinguisher placement
- Coordinate and oversee the Knox Box program
- Support the Office of Emergency Management
- Supports the Office of the Building Official
- Works in cohesion with PCFR field and administrative staff
- Serves on the Local Emergency Planning Commission and attends Fire Protection Committee meetings
- Represents the County at public functions, committees, community meetings, and other related events as assigned by the Chief
- Works in conjunction with the volunteer fire departments and PCFR staff to provide fire prevention programs in public schools, daycare facilities, retirement facilities and hospitals
- Oversees and issues permits for the sale and/or use of fireworks or other explosives
- Assists with the preparation and execution of strategic plans, yearly goals and objectives

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- Ensures information and data is collected and uploaded promptly.
- Ensures compliance with County policy, state, and federal laws
- Responds to fire, rescue, and other emergencies as needed
- Coordinates with local, state, and federal partners as needed

#### **ADA REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires the exertion of 150 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects, and requires ascending and descending objects, lower one's body toward the floor in stationary or traversing positions, extending one's body position upward to gain access to items in order to achieve work objectives. Position requires the ability to remaining stationary in an upright position, to traverse, to move objects, and the dexterity necessary to operate and perceive equipment. The ability to verbally communicate and perceive normal auditory information is required for expressing or exchanging ideas verbally with others. The ability to visually observe details and color in one's environment at a close range, to both sides, at varying depths, or at a distance is necessary for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The employee must possess sufficient physical and agility capabilities to perform firefighter duties as established in the Department's "Employment Candidates Physical Agility Test, Written Exam, and Medical Examination". Most work is performed within an office, public location, or outside setting. The employee is subject to indoor and outdoor environmental conditions, hazards, atmospheric conditions, and to other circumstances as outlined for a departmental firefighter. Wearing of a self-contained breathing apparatus will be required. The employee may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to lead by example and motivate other employees
- Ability to complete and monitor multiple projects and prioritize time sensitive projects
- Ability to prepare, analyze, and summarize reports and spreadsheets through computer programs and in written form
- Ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relationships with public, related agency officials, and employees
- Must be physically and mentally able to perform all activities at the scene of an emergency or in an administrative capacity, including:
  - A positive customer service mentality
  - Ability to offer support to other team members in an honest, respectful, and professional manner

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- The ability to work well with PCFR staff
- Ability to follow-up on projects and complete required paperwork as necessary
- The ability to initiate safety plans
- The ability to read and interpret building plans
- The ability to perform inspections, investigations, and provide public safety education
- The ability to perform firefighting operations to include wearing and SCBA
- The ability to handle sensitive information correctly and privately
- The ability to operate emergency vehicles and maintain an acceptable driving record with no major moving violations
- Must have a strong knowledge of building and fire codes
- Maintains a positive and professional image for the department

## **EDUCATION AND EXPERIENCE:**

- 10 years' experience in Fire/EMS with progressively increasing responsibility, including 3 years supervisory/managerial experience, or any combination of experience and training which provides the following knowledge, skills, and abilities:
  - Thorough knowledge of the Statewide Fire Prevention Code, NFPA, fire suppression techniques and tactics, public education, and the Building Code
  - Thorough knowledge of personnel practices and ability to manage personnel with fairness, firmness, and tact
  - Comprehensive knowledge of emergency services and local, state, and federal resources and regulations, including those from Virginia Department of Emergency Management, Virginia Department of Fire Programs, Virginia Department of Forestry, and the State Fire Marshal's Office
- A degree in the Fire Services field, and/or business management is preferred
- High School diploma or GED
- Certification as a VA EMT Basic or National Registry-Basic
- Experience working with local and regional training entities and other agencies.
- Virginia Fire Inspector I & II (NFPA 1031)
- Virginia Fire Investigator (NFPA 1033)
- Virginia Department of Housing and Basic Community Development CORE Module
- Shall obtain certification as a Fire Official within 12 months from date of hire in accordance with Virginia Certification Standards (13VAC5-21)
- Shall obtain certification as a Fire Protection Plans Examiner and Fire Prevention Inspector within 3 years of hire date
- Virginia Department of Fire Programs (VDFP) Certifications including or exceeding:
  - Firefighter II
  - EVOC III
  - Hazardous Materials – Operations
  - Fire Officer I
- FEMA-NIMS Certifications
  - ICS-100
  - ICS-200

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- ICS-300
- ICS-700
- ICS-800

#### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Exhibits excellent work habits and interpersonal skills
- Maintains privacy and confidentiality of sensitive information
- Understands and consistently implements all County and Departmental policies and procedures
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the department in serving the needs of our County's Citizens

#### **TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, trainings, and other opportunities as required by the department
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency within the department
- Maintains all certifications required to be a Fire Marshal in the State of Virginia

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the Fire Chief and the County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.

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- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_

(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date