



DAISY MOUNTAIN FIRE DISTRICT
JOB ANNOUNCEMENT

FIRE MARSHAL

Salary Range: \$75,000 - \$85,000
Hourly, Non-Exempt

OPENING DATE: SEPTEMBER 2, 2024

CLOSING DATE: SEPTEMBER 29, 2024 at Midnight (Arizona Time)

PROJECTED START DATE: TBD

AS THE EMPLOYER OF CHOICE, WE OFFER EXCELLENT BENEFITS AND AN OUTSTANDING WORKING ENVIRONMENT WHICH INCLUDES A FOUR (4) DAY WORK WEEK!

POSITION SUMMARY

The Fire Marshal directly oversees and manages fire prevention activities conducted by the District, including fire investigations, plan review process, fire code inspection / enforcement, permit issuance, training of District employees in the relevant areas of fire prevention, and is responsible for the overall administration of the Fire Prevention Division's programs and services; Serves as District liaison to the Counties of Maricopa and Yavapai, working closely with them to meet their community development and code enforcement mandates; Coordinates and collaborates with fire districts, fire departments and fire agencies regarding fire code development, adoption of standards and fire code enforcement; advocates for fire service issues.

The Fire Marshal reports to the Fire Chief or his designee and keeps them informed of all functions and important matters concerning fire prevention activities.

ESSENTIAL FUNCTIONS

- Develop, implement, and oversee a comprehensive Fire Prevention Division and associated community risk reduction programs. Evaluate Fire Prevention Division activities and goals on a regular basis and make adjustments as appropriate. Coordinate the fire prevention activities with other programs of the District and engine companies.
- Oversee and review annual inspection program. Interpret codes and mitigate solutions for Fire Prevention and Suppression personnel and building/business owners.
- Develop, implement and conduct procedural methods and practices for reviewing plans, conducting inspections and investigating fire loss incidents.
- Conduct field inspections of construction projects and inspect buildings and facilities as necessary. Evaluate and enforce existing fire safety conditions and Federal, State and local codes applicable to fire safety.
- Assist in the development and implementation of the District Community Risk Reduction report, policies, goals, objectives and priorities and recommend policy, procedure and

ordinance revisions as necessary.

- Prepare and administer Fire Prevention budget, based on goals and objectives of Fire Prevention Division and the District.
- Make presentations before the Fire District Governing Board, city or town community councils, HOA's, commissions, boards and committees on fire prevention matters, as necessary.
- Meet with and assist architects, engineers, contractors and others involved in development and construction activities where fire codes, ordinances or standards may affect such activities.
- Provide fire prevention content training to District personnel.
- Maintain complete and permanent records of all Fire Prevention Division activities including: public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, the cause of fires occurring within the District, the owner and occupant of the property involved, and loss of such property and other information considered necessary.
- Submit monthly and annual reports to the Fire Chief summarizing fire prevention activities.
- Attend regional and state meetings of related agencies, and other relevant meetings/ conferences to maintain current knowledge of regional affairs, with impact to Fire Prevention activities. Stay current with code interpretations, fire investigation and public education programs/techniques.
- Resolves compliance issues with owners of property, contractors, and architects within the scope of knowledge and authority;
- Participate in the inspection of sprinkling systems, and elements of a fire prevention or protection system;
- Ensures compliance with all governmental and departmental regulations;
- Reviews and develops operating procedures;
- Represents the department to the public, other fire jurisdictions, and various outside agencies; investigates complaints and takes corrective action, as necessary;
- Performs related duties and responsibilities as required;
- Provides the leadership required for organizational effectiveness and success;
- Ability to accept responsibility and maintain a professional demeanor;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- May be required to manage and/or participate in committees either by volunteering or by assignment by their supervisor;
- Timely use of all department electronic communication, i.e., Target Solutions, regularly check DMFD email, etc.;
- Maintains regular attendance and punctuality, according to department policies;
- Ability to follow and positively model support of DMFD's Mission, Vision and Values.
- Participates collaboratively with the Districts Labor Management Process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, departmental rules, and policies relating to the management of emergencies and related programs.
- Supervisory techniques and Fire District administration policies.
- Principles, methods and practices of modern fire prevention management, fire suppression activities and investigation techniques and procedures;
- Pertinent Federal, State, and local laws, codes and regulations;

- Hazardous materials, associated properties of those materials, and the ability to apply applicable codes regulating those materials;
- Principles and practices of personnel management including training, and conflict management;
- Budget preparation, development and monitoring practices;
- Current computer applications utilized by the District and utilize applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
- Business letter writing, basic report preparation, and principles and procedures of record keeping;
- Modern office procedures, methods and equipment.

Ability to:

- Perform research, analyze findings, evaluate trends, and prepare administrative and technical reports.
- Perform a broad range of supervisory responsibilities over others.
- Work cooperatively with other Fire District employees, employee groups, outside agencies, and the public.
- Enter data or information into a terminal, PC, or other keyboard device (i.e., C.A.D. terminal, etc.).
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings, in group settings, or on the telephone.
- Observe or monitor people's behavior or objects to determine compliance with prescribed operating or safety standards.
- Relies on a sense of sight and hearing to help determine the nature of an emergency and make operational decisions.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written material in the English language.
- Learn job-related material through structured lecture and reading, and through oral instruction and observation. This learning takes place in both a classroom setting and in an on-the-job training setting.
- Work safely without presenting a direct threat to self or others.
- Evaluate programs, CRR Reports, policies and procedures, analyze Fire Prevention Division activities and take effective action to improve Fire Prevention division operations or resolve problems;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances and safety rules;
- Perform under considerable stress while confronted with emergency situations related to the job of a Fire Marshal;
- Plan, assign, supervise, and review the work of assigned employee(s);
- Maintain confidentiality;
- Maintain and establish effective and cooperative working relationships with District employees, public and public officials and to work collaboratively in a team environment;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Conduct oneself in a professional manner as defined by District policy;
- Learn and possess working knowledge of geography and street locations of District response areas;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

ADDITIONAL REQUIREMENTS

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift, if applicable.
- Some positions require the use of personal or District vehicles on District business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam. Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING:

- Associate degree (AA) in Fire Science or related field, **OR**
- Two (2) years of college level course work in Fire Science, Public Administration or related field **AND** five (5) years of progressive experience in fire service with at least three (3) years of experience in fire prevention involving code enforcement, public education, instructional techniques and methodology **OR**
- Equivalent education/experience.

PREFERRED EDUCATION:

- Completion of a four-year (Bachelor) degree program in Fire Protection Engineering, Fire Science, Public Management, Business Administration or related field.

CERTIFICATES AND LICENSES

- International Code Council or IFSAC Fire Inspector I & II certifications, or equivalent, are required.
- International Code Council Fire Plans Examiner certification or equivalent education/experience is preferred. However, **must** be obtained within two (2) years of hire.
- Fireworks certification
- Battery Storage System knowledge and/or certification

PHYSICAL DEMANDS

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.

While performing the duties of this job, an employee is regularly required to talk and hear; use hands or fingers to handle and feel; and frequent use of the telephone and computer while communicating with internal and external customers; requires manual dexterity and visual acuity to operate personal computer or other standard office equipment, job site inspections and investigations. Employee may sit for several hours each day but will also need mobility and the ability to stand and walk continuously for long periods of time. Employee may seldom lift, push, or pull up to 50-100 pounds in the course of an investigation. Work may occasionally require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area will encompass a wide variety of settings including; administrative duties in an office setting; occasionally works outside, in poor weather conditions, in hazardous traffic areas, in and around structures that may be hazardous and/or unstable, and under unfavorable or unsanitary conditions, which may include biohazards, air and blood-borne pathogens. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required.

SPECIAL REQUIREMENTS

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.

OTHER REQUIREMENTS:

This position requires satisfactory criminal background, fingerprint and reference checks, and may require a Motor Vehicle History Report and Public Records Check. Employment offers are contingent upon successfully passing any of the above requirements. In addition, the Daisy Mountain Fire District will verify that an applicant's name does not appear on the Office of Inspector General's List of Excluded Individuals/Entities (OIG LEIE). This verification will be performed by the Daisy Mountain Fire District upon hire and quarterly thereafter. If an employee's name is found on such a list, the offer of employment will be rescinded.

ACCEPTING ONLINE APPLICATIONS FROM SEPTEMBER 2 – 29, 2024 PANEL INTERVIEW SCHEDULE TBD

Please download an application and complete job announcement from our website at www.daisymountainfire.org. Applications will be accepted the following ways:

- In person at Daisy Mountain Fire Administration building located at 41018 N. Daisy Mountain Drive, Anthem, AZ 85086
- By mail at 41018 N. Daisy Mountain Drive, Anthem, AZ 85086 Attn: H.R. Department
- By email at HR @dmfd.org

All applications must be received or postmarked by Sunday, September 29, 2024 at 12:00 Midnight.

It is the policy of Daisy Mountain Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.