

CITY OF LYNDEN

JOB DESCRIPTION



TITLE: Deputy Fire Marshal
FLSA STATUS: Part-Time, Non-Exempt
REPORTS TO: Fire Chief

DEPARTMENT: Fire
Union: Non-Represented

GENERAL PURPOSE

Under general direction of the Fire Chief, provides technical assistance in the prevention of fires through fire inspections, public education, and plan review.

This is a part-time, non-emergency response position. Work hours are six-eight (6-8) hours per week, and will be assigned by the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspection and Plan Review

- Assists in review of building and fire sprinkler plans to ensure Fire Code compliance.
- Attends Technical Review Committee meetings.
- Inspection of sites for fire suppression system installations.
- Inspection of sites for fire alarm system installations.
- Documents, and tracks all inspection reports.
- Works directly with Building Official on complex projects.
- Performs follow-up inspections as needed.
- Develops and submits a monthly report to the Fire Chief.
- Assists in issuing permits for installation and removal of underground tanks.

Community Support

- Assist the community in fire prevention activities.

MINIMUM QUALIFICATIONS

Education and Experience

- High School Diploma or GED; **AND**
- Five (5) years of experience with fire inspection activities;
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

Knowledge, Skills and Abilities

Knowledge of:

- International Fire Code and National Fire Protection Association Standards.
- Fire Alarm System Installations.
- Fire Suppression System Installations
- Applicable laws, ordinances, departmental standard operating procedures and regulations.

Skills & Ability to:

- Support, promote, and model the City's mission, vision, and core values in all aspects of job performance
- Work non-standard workweek on a part-time basis, as needed.
- Act effectively in stressful situations.
- Follow verbal and written instructions.
- Communicate effectively orally and in writing.
- Establish effective working relationships with employees, other agencies, and the public.
- Model and initiate a quality customer service attitude throughout the department.

Special Requirements

- Must have a valid Washington State driver's license and be insurable, at the time of hire.
- Must pass appropriate background checks, including appropriate work-related physical examination.
- Must pass a pre-employment drug test.

TOOLS AND EQUIPMENT USED

- Communication equipment not limited to: mobile and portable radios, pagers, cell phone, office telephone, and personal computer. Should be familiar with the Windows platform and Microsoft Word, Excel, and Power Point and industry specific software.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, extreme hot or cold conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties required of this position. Due to the essential duties required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to stand, walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the City of Lynden and employee and is subject to change by the City as the needs of the City and requirements of the job change.

JOB DESCRIPTION APPROVALS

Approved By: *Vanessa Bronema* Date: 5/30/2017
Human Resources

[Signature] Date: 5/30/17
Department Head

[Signature] Date: 5/30/27
City Administrator