



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

FIRE MARSHAL (1 OF 3)

GENERAL STATEMENT OF DUTIES:

Performs a variety of administrative, technical and supervisory work related to new construction, plan reviews/inspection, code enforcement, and fire prevention. Performs inspections, issues permits and order notices, may perform follow up compliance and enforcement work. Is the code enforcement officer for the District and establishes procedures, performs plan review, maintains records, tracks information, and prepares reports as required. Oversees the District's fire prevention program(s) and advises the Fire Chief on life safety and property conservation issues.

SUPERVISION RECEIVED:

- This position works under the general guidance and direction of the Fire Chief.

SUPERVISION EXERCISED:

- Exercises supervision over the Fire Inspector and others during fire prevention/life safety duties

FLSA:

- This is an exempt employee position

WORK SCHEDULE:

- Regular work week is Monday to Friday and as needed for special events

RESIDENCY:

- Not Required

EDUCATION:

- Associates of Applied Science degree in Fire Science or related field from an accredited two-year college, a four-year degree in Fire Protection Engineering/Technology or other related field from an accredited college is preferred.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

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FIRE MARSHAL (2 OF 3)

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

- Possess an Associate's Degree in Fire Science Technology or a combination of education and expertise that provides the required knowledge for the position
- Possess and maintain a valid Colorado driver's license and acceptable driving record
- At least five (5) years fire prevention related experience, including plan reviews for new construction, inspections, public education, and fire investigations.
- Possess and maintain ICC certification as Fire Inspector I and Fire Inspector II
- Possess and maintain ICC certification as Fire Plans Examiner
- Ability to obtain Colorado Division of Fire Prevention and Control, Fire Inspector III-Plans Examiner and Fire Suppression System Inspector certifications within three months of start date
 - See page 21 of the Code of Colorado Regulations on how to obtain:
<http://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6138&fileName=8%20CCR%201507-30> (shortened link here: <https://goo.gl/Tudo1H>)
- CPR/AED

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- ICC Building Plans Examiner
- Experience in structural firefighting
- NICET II Sprinkler Systems and NICET II Fire Alarm Systems
- Knowledge of Wildland Urban Interface/FireWise communities
- Budgeting for the Division

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provides overall management and supervision of all fire prevention activities with the District
- Develops inspection and investigation policies, procedures, and priorities intended to improve fire and life safety conditions in the community
- Performs plan reviews and inspections
- Enforces and interprets the adopted fire codes of the District
- Develops and makes presentations to public groups, media, and elected officials
- Assists in long range planning efforts for the District
- Performs fire safety education to the general public
- Maintains inspection records, issues permits, tracks information, and prepares reports using Emergency Reporting software
- Responds to emergency incidents as necessary and may provide assistance in suppression, rescue, safety, and investigations

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FIRE MARSHAL (3 OF 3)

COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, this employee regularly works within an office and field environment. This position frequently operates a computer, reads and writes, and interacts with others in person, over the phone, and via other devices. They also travel within the facility in which their office is located and to locations outside of the facility to perform inspections, to attend meetings, trainings, events, and other business activities. The field work environment may become loud and outside weather conditions may be wet, cold, or hot. Work may be performed in high, precarious places, or near energized electrical components, fumes, airborne particles, and/or toxic or caustic chemicals.

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.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, smell, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to feel, handle, or operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

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