

CLASSIFICATION: DEPUTY FIRE MARSHAL I

Class Code: 3110-26

Date Established: 07-01-54

Occupational Code: 3-3-1

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To develop state fire prevention procedures in assisting with the direction of a statewide fire prevention program, including inspecting buildings to detect fire hazards, enforcing state statutes and local ordinances, investigating fires and determining cause, and providing training to fire safety and law enforcement personnel.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises the development of professional and technical fire safety standards under the direction of the fire marshal and according to departmental guidelines.
- Conducts training programs for law enforcement and fire safety personnel related to detecting arson, preserving evidence and stabilizing sites of hazardous material spills.
- Confers with city and town officials regarding fire protection and prevention and with law enforcement and insurance company officials with regard to assigning criminal and financial liability.
- Reviews summonses issued for uncorrected fire hazards, and delegates code enforcement; recommends corrective action as required.
- Investigates fires to determine origin and cause, instituting legal proceedings where necessary; testifies as an expert witness in court and at administrative hearings.
- Inspects buildings and premises to detect fire hazards and enforces local ordinances and state statutes.
- Compiles data for reports concerning fire investigations and prepares monthly summary of investigation activities.
- Supervises Fire Investigators, Fire Inspectors, and related support staff in assigned District(s).

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or vocational institute with a major study in a fire science or criminal justice or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years' experience conducting fire inspections and fire investigations OR six years' experience as a law enforcement officer to include experience investigating criminal matters, collecting evidence, presenting courtroom testimony, conducting interviews and interrogating witnesses; one year of which must have been in a supervisory or professional/technical level position. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license. Candidates must possess full-time police officer certification issued by the N.H. Police Standards and Training Council, and must maintain police officer certification throughout tenure of service.

SPECIAL REQUIREMENTS:

1. Candidate(s) will undergo a fingerprint based background investigation, including motor vehicle and criminal record checks to validate suitability for exposure to confidential information and financial information.

RECOMMENDED WORK TRAITS: Extensive knowledge of agency rules and regulations governing the Office of the State Fire Marshal. Considerable knowledge of state provisions for emergency situations. Considerable knowledge of the laws of arrest and evidence. Considerable knowledge of state laws relating to the enforcement of criminal laws. Considerable knowledge of the state fire and building codes. Considerable knowledge of fire prevention practices. Considerable knowledge in methods of handling a Hazardous Materials incident. Considerable knowledge of criminal identification techniques and methods to identify and preserve evidence. Considerable knowledge of the principles and methods of fire and criminal investigations. Extensive knowledge of probation, parole and court procedures, including court decisions pertaining to law enforcement. Considerable knowledge of criminal behavior. Considerable knowledge in presenting oral and physical evidence in court. Skill in proper interviewing and interrogation techniques. Extensive skill in making quick, accurate decisions. Skill in the proper use and care of firearms. Considerable skill in conducting investigations and in recognizing, identifying and preserving evidence of crime. Skill in using police communications equipment. Skill in life saving techniques. Ability to perform physically demanding tasks. Ability to operate a motor vehicle safely. Ability to learn the use of firearms and other law enforcement equipment. Ability to read blueprints. Ability to exercise tact, diplomacy and impartiality in relation to others. Ability to train and supervise other employees. Ability to make decisions based on common sense and good judgment. Ability to resolve stressful situations. Ability to comprehend and comply with written and oral directions. Ability to comply with and enforce federal, state and local laws. Ability to increase competency through training and instruction. Ability to withstand long periods of uninterrupted work. Ability to react quickly and calmly in emergency situations. Extensive ability to establish and maintain effective working relationships with federal, state, county and local agencies. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.