



Employment Opportunity

Kittitas County, Washington

POSTED: 6/5/2019

CLOSES: Open until filled

DEPUTY FIRE MARSHAL

The current vacancy in Community Development Services is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. Under general supervision, the Deputy Fire Marshal ensures compliance with fire and life safety codes, regulations, policies and procedures; and provides highly responsible and complex staff assistance to the Fire Marshal. Anyone who meets the qualifications stated below may apply. This position is considered open until filled; applicants should apply by 6/19/2019 for optimal consideration.

SALARY RANGE: \$4,503- \$6,059 per month.

ESSENTIAL FUNCTIONS

Perform Deputy Fire Marshal duties including fire investigation, code compliance, wildland-urban interface code, field inspections and fire and life safety education

- Investigate fires for origin and cause, coordinate with on scene incident command, create a photographic or video recording of the event, provide detailed reports for fire scene investigations, process and maintain evidence for criminal investigations in conjunction with law enforcement, maintain On-Call status outside of normal working hours on a designated scheduled rotation.
- Investigate complaints of alleged fire code violations, issue stop work orders and generate code violation files as needed, organize and maintain files related to compliance activities and present testimony in court, as needed.
- Assist members of the community in implementation of the International Wildland-Urban Interface Code, conduct pre-application field visits and intake meetings, apply criteria as appropriate and coordinate with local Fire Districts.
- Conduct inspections for compliance with sprinkler and fire alarm codes.
- Conduct inspections for new construction, tenant improvements, commercial occupancies, operational permits, annual fire & life safety inspections and issue stop work orders as needed.
- Assist in fire and life safety educational meetings and workshops, educate the public of fire and life safety codes, assist with fire prevention assemblies at schools and attend meetings as needed to discuss fire prevention and codes.

Perform plan reviews, to include correcting plans and blueprints for compliance with current adopted codes

- Examine and analyze plan specifications for compliance with current adopted codes for sprinkler, fire alarm, new construction/tenant improvement, and operational permits as required by code.
- Advise patrons of code-related changes that directly affect their project and educate patrons in the knowledge of code requirements, ordinances and policies to create better working relations with county citizens.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

- Assist patrons through dissemination of materials designed to clarify requirements or procedures.
- Converse with patrons regarding the possible use of alternate methods or materials as allowed by code.
- Interpret code language and requirements for patrons into easily understood lay terms.
- Notify patrons of new information in the building trade that would be to their advantage to use.
- Attend meetings and seminars on code and policy changes.
- Inform architects, engineers and others seeking clarification of the current adopted codes.
- Review manufacturer's literature and new products to stay current with product changes and developments.

Other department related duties as assigned

- Provide investigation and enforcement support to the Code Enforcement Officer on an as-needed basis.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School diploma or GED equivalent.
- Two (2) years increasingly responsible experience in fire investigation, fire inspection and/or fire plans examination.
- Equivalent education or experience may be considered in lieu of some minimum qualifications.
- Valid Washington State Driver's License or ability to obtain prior to employment.
- Certification by the International Code Council as a Fire Inspector I is required within six (6) months of employment.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern fire prevention principles, procedures, techniques; equipment, building, electrical, mechanical and fire codes; inspection techniques; fire suppression techniques and equipment; first aid; fire-fighting tactics, oil fire control and hydraulics
- Proficient with computer systems, including Microsoft Office software and the ability to learn/use other associated department-specific software
- Ability to plan, organize, and monitor activities according to priorities, established schedules, and deadlines.
- Ability to create and/or maintain a safety program, to include training and compliance
- Effectively interpret and apply laws, regulations, policies
- Manage emergency and stressful situations in a calm manner
- Follow verbal and written instructions
- Communicate in a clear and concise manner, with tact and diplomacy, in verbal and written format, to promote understanding and cooperation with a diverse population
- Establish and maintain professional and cooperative working relationships with employees, other agencies, and the public
- Teach a wide variety of technical concepts to audiences ranging from laypeople to professional technicians and top level executives

- Must be engaged and self-motivated

SPECIAL REQUIREMENTS

- Knowledge of current fire and building codes.
- Employee must live within Kittitas County and be able to respond to a fire within 30 minutes of a call while On-Call.

PREFERRED QUALIFICATIONS

- Bachelor's degree in related field.
- Certification by either the National Fire Association of Fire Investigators (NAFI) as a Fire and Explosion Investigator, or the International Association of Arson Investigators (IAAI) as a Fire Investigator.
- Experience in building plans examination.

WORKING CONDITIONS

Work is performed in a variety of indoor and outdoor environments throughout Kittitas County in both urban and rural settings. Exposure to inclement weather including temperature extremes, windy/dusty conditions, smoke and other potentially hazardous materials will occur. The noise level can be loud in the field and moderately quiet in the office. Must be able to sit, stoop, bend, squat, kneel, crawl, twist, lift, reach, grasp, climb, balance and stand for prolonged periods of time while performing essential functions of this job. May be required to push, pull, lift and/or carry up to 50 lbs. for operation of safety equipment and potentially in the course of general office duties. Work involves frequent walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close and distant vision, peripheral vision, depth perception, ability to adjust focus, and the ability to see in all levels of light. All safety rules and regulations must be adhered to and PPE must be worn when required for employee safety.

Operating a motor vehicle is required for travel throughout Kittitas County with occasional travel to other areas to attend meetings, conferences, training, etc.

There are variations in working hours that will include occasional evening and weekend work as well as on-call status outside of normal working hours on a scheduled rotation. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Please provide in detail any fire plan review experience you may have, including sprinkler and alarm systems.
2. Please provide any experience you have with conducting annual fire and life safety inspections.
3. Please provide any fire investigation experience that you have.