



Employment Opportunity

Kittitas County, Washington

POSTED: 12/1/2021

CLOSES: 12/15/2021

FIRE MARSHAL

The current vacancy in Community Development Services (CDS) is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. The Fire Marshal conducts fire investigations and performs compliance review of fire alarms, sprinkler and water supply plans. Anyone who meets the qualifications stated below may apply. This position will close on 12/15/2021.

SALARY RANGE: \$5,917- \$7,963 per month.

ESSENTIAL FUNCTIONS

Fire Investigation

- Investigate fires for cause & origin at the scene, both structure and wildland
- Coordinate with on scene command
- Provide detailed reports for fire scene investigations
- Process and maintain evidence for criminal investigations in conjunction with law enforcement
- Determine if additional investigators are required for fire scenes
- Create and implement departmental policy and procedures in regards to safety, process and administration

Code Compliance

- Conduct fire safety inspections of businesses
- Perform inspections of public buildings for fire & life safety
- Investigate complaints of alleged fire code violations and implement enforcement actions
- Issue stop work orders as needed
- Organize & maintain tracking system for fire code compliance

Wildland Urban Interface Code

- Assist public in the implementation of the Interface code through education
- Conduct pre-application field visits – participate in Preliminary Site Evaluation process
- Apply criteria as appropriate

Supervise Plans Review for Fire Code Compliance

- Fire sprinkler
- Fire alarm system plans
- New development applications

Oversee Inspections of New Construction for Fire Code Compliance

- Field inspections for new construction
- Authorize Issuance of Stop Work Orders when appropriate

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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Coordination with Fire Districts

- Attend County Chief's meetings
- Provide information & training on emerging laws and policies
- Build/maintain constructive and positive relationships
- Assist with grant applications for cooperators

Fire & Life Safety Education

- Organize Fire & Life Safety educational meetings & workshops
- Inform the public of Fire & life safety codes
- Attend meetings as requested to discuss fire prevention & codes

Public Education

- Develop, prepare, and deliver educational presentations to businesses, residents, and public agency employees, as requested
- Develop campaigns and prepare displays for community events; representation at safety fairs and home shows to increase awareness of fire code issues
- Create partnerships with various community associations and organizations
- Coordinate with local Fire Districts

Administrative

- Assist the CDS Director with preparation of the annual budget for the Fire Marshal Division
- Provide training to Building Division staff assigned to Fire Marshal support duties; work with the Building Official to schedule staff time to ensure inspections are completed in a timely manner; may be asked to assist the Building Official in the recruitment and evaluation of staff.

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

MINIMUM QUALIFICATIONS

- A Bachelor's degree in a closely related field and technical training in fire prevention, fire engineering or fire science; AND five (5) years progressive work experience in fire investigation, fire inspection, fire code compliance and fire system plans examination, or as a fire fighter of a recognized fire department is required; AND five (5) years of progressively related experience in community outreach or public relations. Extensive years of experience beyond which are specified, may be considered in lieu of some of these requirements.
- Certification by the International Code Council as a Fire Inspector I is required within six (6) months of employment.
- Certification by the International Code Council as a Fire Plans Examiner is required within one (1) year of employment.
- A valid Washington State Driver's License.
- 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 and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Extensive 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 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
- Make funding decisions and recommendations, create/manage a budget, and obtain/manage grants
- Must be engaged and self-motivated

PREFERRED QUALIFICATIONS

- 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.

WORKING CONDITIONS

Work is performed in a variety of locations, to include offices, various public meeting locations, and outdoors. Indoor environments are relatively quiet. Outdoor environments include urban and rural settings throughout Kittitas County; occasional exposure to inclement weather, smoke, and other potentially hazardous materials. Must have the ability to traverse a variety of surfaces; PPE must be worn when required.

Other physical requirements include the ability to bend, squat, kneel, crawl, sit, climb, balance, and stand for prolonged periods of time. May be required to push, pull, lift and/or carry up to 50lbs for operation of safety equipment and potentially in the course of general office duties. Duties require the ability to use fingers/hands to handle, feel, or operate objects, tools, or controls, and arms to reach. Must be able to see near and far, and have peripheral vision, depth perception, and the ability to adjust focus; must be able to communicate clearly in person, over the phone, and by radio.

This position will require frequent local and occasional out-of-town travel. Employee must have the ability to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Reliable attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which includes evenings and weekends.

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

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 (3) professional references and three (3) personal references