



Kittitas County, Washington
Employment Opportunity

Posted: 12/28/2022

Closes: Open Until Filled

FIRE MARSHAL

The Kittitas County Sheriff's Office is currently seeking qualified candidates for the position of Fire Marshal. This is a full-time, exempt, benefits-eligible, non-union position. The Fire Marshal oversees staff and projects within the Fire Marshal Division of the Sheriff's Office, conducts fire investigations, performs compliance review, and conducts outreach to the public related to fire safety. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position is considered open until filled with a review date after 1/11/2023. Candidates should apply as soon as possible for optimal consideration.

SALARY RANGE (2023)

\$6,508 - \$8,757 per month.

ESSENTIAL FUNCTIONS

Administrative & Supervisory Duties

- Inform, update, and advise the Sheriff of financial/budget conditions, program progress, and identify issues and opportunities for improvement and/or policy changes.
- Plan, assign, and supervise daily workload of Deputy Fire Marshal.
- Inspect and manage work performed by the Deputy Fire Marshal, ensure tasks are performed in an efficient and effective manner.
- Ensure compliance with personnel and collective bargaining agreement policies in close coordination with the Sheriff's Command Staff.
- Authorize leave requests and scheduling of assigned staff.
- Provide training to CDS 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.

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

**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 in coordination with CDS staff
- 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

Coordination with Fire Districts

- Attend County Chief's meetings
- Provide information and 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

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



MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- US citizenship or lawful permanent resident.
- 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.
- Five (5) years of 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 (must be approved by the Sheriff and Civil Service Commission upon review of application).
- 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.
- Must pass all required Civil Service examinations.
- 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.

REQUIRED KNOWLEDGE/SKILLS/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 (primarily the CDS Department), various public meeting locations, and outdoors. Indoor environments are relatively quiet. Outdoor environments include urban and rural settings throughout Kittitas County; with 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. This position will come into contact with upset citizens who may be verbally abusive; must be able to communicate clearly and respectfully 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 with some extended shift or weekend and evening work as needed. Must also be available in an on-call status outside of normal working hours on a scheduled rotation.

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. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position