

SNOHOMISH COUNTY JOB DESCRIPTION

ASSISTANT FIRE MARSHAL

Spec No. 4089

BASIC FUNCTION

To supervise, provide leadership and coordinate the investigation, enforcement, code development, and plan review activities of the Office of the County Fire Marshal in the Department of Planning and Development Services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans and directs office and field operations in coordination with the Fire Marshal related to fire investigations, inspections and code enforcements and plan reviews.
2. Assigns, supervises and evaluates the work of professional, technical and support staff as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and make recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
3. Acts as a technical resource for staff resolving problems related to fire investigations, inspections and code enforcements; oversees the preparation of plans, reports and documents necessary to carry out functions and operations of the section while remaining consistent with county and department standards, principles, methods and priorities; signs off on documents as required.
4. Recommends and develops controls, standards, policies, procedures and budgets related to specific section functions and programs and ensures that areas of operation comply with applicable federal and state laws, regulations, codes and guideline, and with county ordinances, policies and procedures; monitors the preparation and maintenance of necessary records.
5. Coordinates operations and promotes partnership with other county departments and programs, outside agencies such and fire districts and departments, citizen groups and the general public as necessary; provides technical assistance to other public agencies or sections as required.
6. Coordinates and conducts studies or needs assessments to plan for, evaluate and improve or streamline services provided by the section or division; drafts recommended modifications to applicable ordinance, regulations, policies, procedures and standards.
7. Prepares reports and recommendations to the Fire Marshal; represents the Fire Marshal's Office at public hearings or meetings with public officials and commissions, various community groups and outside agencies as necessary to explain the Fire Marshal's Office plans and solicit public input.
8. Advises Fire Marshal on the need for public information and involvement efforts; directs designs and implementations of such efforts; responds to public inquiries regarding

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

specific problems or issues in area of operations; notifies the Fire Marshal of politically sensitive issues and evolving trends in public concern or feedback.

9. Prepares grant applications, fee schedules and other documents to obtain alternative or supplemental funding sources for programs; negotiates and administers participation contracts with groups, agencies, and individuals; serves as liaison with representatives of such agencies as necessary.
10. Prepares short term and long-range work program and service plans, which identify and prioritize proposed projects and programs.
11. Assists the Fire Marshal in developing and implementing systems, programs, and long range plans to provide for effective operations; oversees special planning or land use related projects as assigned.
12. Assumes the duties of the Fire Marshal in his/her absence as required or directed; represents the department before the county council, county executive and outside agencies as directed; communicates policies, goals, programs and objectives as appropriate.

STATEMENT OF OTHER JOB DUTIES

13. May be required to perform the duties of all subordinate level employees, including possible shift work.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in criminal justice, public administration, or other related fields; AND, two (2) years experience working for a law enforcement agency; PLUS, five (5) years of fire investigation experience; OR, six (6) years experience working for a law enforcement agency; AND, five (5) years of fire investigation experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

IAAI Fire Investigation certification must be obtained within 18 months of employment.

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SPECIAL REQUIREMENTS (Continued)

Candidates must be able to qualify for a special deputy sheriff's commission within one (1) year of employment and will be subject to a complete background investigation, including fingerprinting, a complete criminal records check, and a polygraph examination.

Employees must be armed at all times while on duty and must carry official identification when armed. Employees must qualify with arms on a regular basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- NFPA 921 – Guide for Fire Investigation
- fire codes and standards
- standard law enforcement procedures
- supervisory methods and techniques
- Federal, state and local laws, rules and regulations related to area of assignment
- computer technology

Ability to:

- effectively supervise, train and evaluate the work of subordinate employees
- motivate personnel and develop team spirit and positive atmosphere
- recognize, identify, and correct conditions which are hazardous to public safety
- read, interpret and apply work related laws, rules, regulations, and guidelines
- identify procedural problems and develop solutions
- critically analyze situations quickly and objectively utilizing good judgment
- communicate effectively both orally and in writing
- cope with stressful or emergency situations calmly and effectively
- operate computer terminals and applied software packages
- establish and maintain effective work relationships with superiors, peers, associates, and the general public
- maintain necessary records and prepare required reports

SUPERVISION

The employee receives general direction from the Fire Marshal and has wide latitude for dealing with technical matters. Direct supervision is exercised over assigned staff. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

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WORKING CONDITIONS

The majority of work is performed in the usual office environment with trips to locations in the surrounding community.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 2002
EEO Category: 2 – Professionals
Pay Grade: 110 – Management Exempt Pay Plan
Workers Comp: 1501 Hazardous