

# SNOHOMISH COUNTY JOB DESCRIPTION

## FIRE MARSHAL

Spec No. 4030

### BASIC FUNCTION

To plan and direct the activities of the Fire Marshal's office, including fire investigation, community education and special inspections. Coordinates and collaborates with fire districts, fire departments and fire agencies regarding fire code development, adoption of standards and fire code enforcement. Advocates for Fire Service issues.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Selects, hires, terminates and disciplines employees as may be directed by the Director; assigns, supervises and evaluates the work of employees as required regarding interpretation, implementation and enforcement of adopted fire codes and related policies; trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures.
2. Plans, organizes, coordinates and directs the activities of the fire investigation unit.
3. Administers the adopted budget; participates in the development of the office budget and manages work performance within adopted budget allocations.
4. Develops and implements procedural changes and systems for use by subordinate level employees in the work unit; develops and implements administrative and operational policies, procedures and guidelines as required; coordinates workflow within the assigned area and handles day-to-day coverage issues; collaborates with local fire agencies on controversial issues bringing them to final resolution.
5. Provides technical information to builders, architects, engineers and the general public; answers difficult questions that other employees can't handle; receives, investigates and resolves customer complaints.
6. Negotiates and administers contracts relating to Fire Marshal's office functions and operations.
7. Promotes good customer service and public relations; coordinates operations and promotes partnerships with other division, departments, outside agencies, citizen groups and the general public; represents the Fire Marshal's office and/or department at public meetings or hearings; makes presentations before the council; represents the County on various committees, including the Sno-Isle Fire Commissioners Association, Snohomish County Fire Chiefs Association, and District Fire Marshals.

### STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as assigned.

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### MINIMUM QUALIFICATIONS

A Bachelor's degree in criminal justice, public administration, fire service, or other related field; AND, five (5) years of public administration experience; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Fire investigation experience preferred. Must pass all job related tests.

### SPECIAL REQUIREMENTS

A valid State of Washington driver's license is required for employment.

Candidate will be subject to a complete background investigation including fingerprinting, a complete criminal records check, a polygraph examination and a psychological evaluation.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- budgeting processes
- fire safety codes and fire investigation techniques
- criminal justice regulations as related to arson
- principles and practices of modern supervision, program planning and administration
- contract negotiation and administration
- use of computer hardware and software applications

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems
- develop program plans, budgets and evaluate work accomplishments
- read, interpret and apply laws, rules, regulations and legislation governing department operations
- establish and maintain effective work relationships with state and county officials, departments heads, associates, subordinates, officials of other agencies and with the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports and other written materials
- allocate and make effective use of available resources

### SUPERVISION

The employee reports to and receives direction from the department director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee supervises engineers, professional level staff and clerical personnel.

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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 for the purpose of speaking before community groups, investigating fires, and conflict resolution.

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: June 1977

Revised: November 1985, June 1992, January 1995, January 1997, August 1999, May 2005, July 2006

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 1501 Hazardous