Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.2.11

2. SUBJECT: ***Fire Marshal Responsibilities***

3. POLICY: The Fire Marshal Responsibilities policy is established to provide a highly responsible member to assist the District's operations regarding Fire Prevention and Life Safety Inspections. The member in this role will be identified as the "District's Fire Marshal". Member will remain in current classification held.

4. SCOPE: This Policy and Procedure is applicable to any member that is given the responsibility of Fire Marshal for the Fire District.

5. RESPONSIBILITIES:

   A. The Chief is responsible for ensuring that this Policy and Procedure is followed.

   B. The person in the Fire Marshal role will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received:

      1. The Fire Marshal shall take direction from the District Fire Chief or designee.

   B. Supervision Exercised:

      1. Maintains classification and supervisory task currently held.

   C. Essential Duties and Responsibilities:

      1. Conducts inspections of buildings under construction as well as existing structures for compliance with applicable codes; prepares reports on violations; reviews violation report with building owners and seeks compliance with codes. Conducts follow-up inspections as required.
      2. Participates in the development and implementation of goals, objectives, regulations, and standard operating procedures, policies and priorities for the fire prevention responsibilities of the district including fire prevention training, fire investigation, hazardous materials, environmental clean-up, code enforcement and construction inspections programs; identifies resource needs; recommends and implements policies and procedures: responds to and resolves difficult and sensitive citizen and business inquires and complaints.

3. Develops and implements procedural methods and practices for conducting inspections, investigating incidents and related activities as required; collects data for pre-fire plans; provides continued technical support and training as required.
4. Schedules and conducts building familiarization and pre-fire tours.
5. Assists the district in developing plans for special assignments such as emergency preparedness, hazardous materials, and emergency activities, and instructs classes in assigned subject areas.
6. Performs investigations to determine cause, origin, and circumstances. Maintains records of investigations and forwards information to required agencies.
7. Performs plan reviews regarding fire alarm systems, fire sprinkler systems and radio systems.
8. Establishes schedule and performs hydrant testing for communities within the district.

D. Peripheral Responsibilities:

1. Attends periodic schools, conferences, workshops, and seminars as directed by the District Fire Chief or designee to maintain a high degree of ability knowledge and understanding of fire service methods, practices, development, and attitudes.

E. Special Requirements:

1. Individual must be an officer of the district; or has demonstrated the ability to lead others whether in an officer role or an equivalent position.
2. Completed a Basic Investigation Class that meets NFPA 1033 and 921.
3. Must be ICC 1 certified or equivalent and obtain ICC 2 certification within 1 year of appointment.

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the responsibilities.