



City of Gunnison

Job Description

Job Title:	Fire Marshal		
Department:	Community Development	Division:	Fire
FLSA Status:	Non-Exempt	Position Status:	Full-Time
Date Updated:	11/27/2018	Job Physical Level:	Moderate

General Purpose:

Manages the fire prevention services of the City and Fire Protection District and ensures compliance with International Fire Codes and fire and mechanical codes within Municipal Code, Title 14 for new construction, and existing business and residential properties. Conducts investigations of fire and hazardous material incidents. The Fire Marshal exercises independence and judgement with general supervision from the Community Development Director.

Essential Duties and Responsibilities:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Conducts fire inspections of existing businesses within the City of Gunnison. Issues warnings and violations due to improper or dangerous situations. Conducts re-inspections as necessary.

Conducts fire and mechanical inspections (solid-fuel appliances and kitchen hood/suppression systems) of all new commercial and residential construction within the County and City. Conducts re-inspections as necessary.

Reviews construction plans for compliance with fire and mechanical code.

Performs administrative duties for the volunteer City and District Fire Departments. Prepares and monitors budgets. Researches and makes purchases of supplies and equipment. Coordinates and conducts training activities. Maintains records. Administers payroll and performs minor accounting duties. Prepares a quarterly stipend statement for volunteer fire personnel. Attends meetings of both departments. Assists in the suppression of fire incidents.

Serves as Hazardous Materials Response Team Leader. Responds to all hazardous materials incidents and takes/directs appropriate actions to mitigate situation. Maintains hazardous material information for the County.

Conducts fire investigations including on-scene investigating, determining origin and cause, maintaining evidence, assisting in prosecution activities, and offering testimony in court cases.

Serves as a member of various community, district, and regional boards and committees affiliated with emergency services.

Prepares and presents public education seminars, makes media appearances, and prepares and

distributes educational materials.	
Other Duties and Responsibilities:	
The Fire Marshal assists the Building Official with inspections and limited code enforcement as needed.	
Job Qualifications	
Required Education and Experience:	Associate's Degree in Fire Sciences or closely related field and/or three (3) to five (5) years of experience as an Officer in a fire district.
Other Necessary Requirements:	Valid Colorado Driver's License Operational HazMat Certification Possession of an ICC Certification within one (1) year of employment.
Necessary Knowledge, Skills and Abilities:	Working knowledge of City ordinances and fire, mechanical, and building codes. Working knowledge of construction practices and materials. Demonstrated public relations and customer service skills requiring the resolution of highly visible issues and complaints. Knowledge of and skill in the application of fire investigative techniques. English Language Comprehension - Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.
Working Conditions	
Work Environment:	This position spends the majority of its time in an indoor or protected environment. The incumbent may make frequent trips to external locations experiencing exposure to weather elements and temperatures, construction site risks, and automobile travel. On-scene fire investigation and HazMat response exposes the incumbent to life threatening situations, chemical, mechanical, and electrical hazards, working at heights, extreme heat, and other conditions associated with fire damaged, unstable locations. Performs investigative and HazMat duties on an on-call basis.
Physical Activities:	Ability to perform physical activities requiring continual walking, standing, and sitting. Ability to perform physical activities such as climbing, crawling, bending, stooping, and reaching in the performance of inspection and investigative duties. Ability to lift, carry, push, or pull burdens weighting up to 75 pounds. Ability to participate in and respond to routine and emergency conversation in person or via telephone and two-way radio, and distinguish telephone, pager/radio signals, and emergency alarms and tones. Visual and physical capabilities to safely operate a motorized vehicle in a variety of road and travel conditions. Physical abilities to perform duties as a firefighter and HazMat team member.

