ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant Fire Marshal
Job Code: 2110
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to enforce fire prevention and life safety codes of the State of North Carolina and the City by performing routine and complex building inspections and code enforcement activities.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts field inspections of commercial, residential, and construction sites to ensure compliance with local, state, and national standard building, life safety, and fire codes: schedules and conducts field inspections for code compliance of various systems and structures, including building, alarm, detection, suppression systems, and other inspections as required or requested.

Identifies code violations and initiates any actions necessary to correct deviations or violations: determines compliance or non-compliance with codes; meets with property and business owners, contractors, or others to discuss violations; issues code compliance notices and official correction notices to inform violators of discrepancies and compliance deadlines; and performs follow-up site inspections as needed.

Reviews and analyzes building site plans submitted for permit: determines compliance with appropriate codes and

ordinances: reviews and analyzes code compliance of mechanical systems, fire alarm systems, fire suppression systems, Fire Life Safety systems, and gas/fuel installations, underground pipe systems, etc.; receives applications and coordinates plan reviews for small additions, minor alterations, and repairs of existing structures; approves or denies plans; and forwards and maintains related documentation.

Conducts pre-construction meetings regarding plans review and proposed structures: provides technical expertise and guidance regarding fire and life safety codes compliance issues and concerns; and makes safety suggestions and recommends solutions to compliance problems.

Advises and instructs owners and occupants of buildings in fire prevention methods in the removal of fire hazards: and makes recommendations for reducing potential hazards.

Conducts code enforcement activities: investigates complaints of unsafe conditions, occupancy, or other complaints; identifies code violations and determines required corrective action; meets with property, business owners and other individuals to discuss violations; issues code compliance notices and official correction notices to inform violators of discrepancies and compliance deadlines; and performs follow-up site inspections as needed.

May perform the duties of a firefighter: may respond to emergency scenes for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, natural disasters, explosions, bomb threats, downed power lines, and other emergency situations.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in code compliance and enforcement, firefighting, and related topics; participates in physical fitness training, training drills, and other continuing education activities; attends shift meetings, training and certification classes, workshops, and seminars as appropriate; and ensures completion of required annual certification hours as a certified Firefighter.

Communicates with supervisor, other City employees, architects, contractors, builders, property and business owners, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, building plans, permits, site emergency plans, hazardous materials data sheets, compliance engine data, inspection reports, vehicle maintenance reports, violation notices, stop work orders, orders of correction, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; operates a motor vehicle; and operates general office or other equipment as necessary to complete essential functions.

May operate, utilize, and maintain various specialized firefighting equipment, power tools, hand tools, and supplies when assigned firefighting duties, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in code compliance and enforcement and firefighting; supplemented by three years of experience in firefighting, code inspections, or closely related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class B Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain the following additional certifications or licensures: Firefighter I, Fire Inspector I, and Fire Investigator I.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental

conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, water hazards, or disease.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.