



CITY OF MUKILTEO
invites applications for the position of:

Fire Marshal

SALARY: \$6,668.17 - \$8,105.21 Monthly
\$80,018.04 - \$97,262.52 Annually

OPENING DATE: 04/13/20

CLOSING DATE: 05/04/20 11:59 PM

DESCRIPTION:

Under the direction and guidance of the Fire Chief, the Fire Marshal is responsible for performing the duties of Fire Marshal, planning, and overseeing the daily activities of the Fire Department's Community Risk Reduction program. Responsibilities include fire prevention, public education, fire investigation oversight, plan review, fire code enforcement, staff supervision, administration of the division budget, coordination of safety related issues, and the planning and organization of the division in alignment with department goals. The Fire Marshal provides highly responsible and complex administrative support to the Fire chief and serves as the department's liaison with outside departments and committees at the Fire Chief's direction. The position is part of the department's emergency management team and is considered essential. The Fire Marshal must establish and maintain effective working relationships with city staff members, businesses, and community members. Act as the department's Public Information Officer and manage social media and other outreach.

Job Location and Equipment Utilized:

The work area is a typical office setting with frequent travel to various locations to attend meetings and/or perform department activities; may include responding to emergency scenes, and performing field and building inspections in all types of weather, temperatures, terrain, and noise conditions. The noise level in the work environments is usually moderate, but may reach extremes where hearing protection is required.

Position requires evening and weekend work as necessary. Work requires travel to meetings, seminars, and conferences in various locations including in-state and out-of-state.

This position may seldom require the employee to perform strenuous work for extended periods of time while performing some or all of the following:

- Wearing a respirator (SCBA);
- Wearing and/or carrying over 50 pounds of protective clothing/equipment;
- Exposure to extreme heat/cold or extreme weather conditions, strong odors and/or smoke, strong and/or toxic chemicals, and dust or pollen;
- Working under adverse or stressful conditions.

ESSENTIAL DUTIES:

Examples of Essential Duties:

- Demonstrate a commitment to continuous improvement through the use of performance measurement and benchmarking.
- Maintain and nurture a culture of member involvement and community service throughout the organization.
- Responsible for the daily management of assigned division operations necessary to achieve exemplary services for the protection of life and property through efficient and effective implementation of community risk reduction related services.
- Coordinate activities of assigned division with other programs of the department.
- Plan and direct activities of assigned division to ensure on-going internal and external job-related training and professional development of personnel to be in compliance with all applicable Federal, State, Occupational Safety and Health, and department policies, practices and standards. Responsible for ensuring appropriate certifications and/or licenses are achieved and maintained by division personnel.
- Maintain complete and permanent records of all assigned division activities such as training attended

and conducted, public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, fire causes, property owner/occupant information, and other information considered necessary.

- Assist in the development and implementation of department policies, goals, objectives and priorities and recommend policy, procedure, and ordinance revisions as necessary.
- Meet with and assist architects, engineers, contractors and others involved in development and construction activities where fire codes, ordinances, or standards may affect such activities.
- Oversee fire investigations, cause and origin determination, and coordination of activities with law enforcement.
- Oversee and review the annual inspection program. Interpret codes and mitigate solutions for department personnel and building/business owners.
- Develop, implement and conduct procedural methods and practices for reviewing plans, conducting inspections and investigating fire loss incidents.
- Conduct field inspections of construction projects, buildings, facilities and other locations for compliance with fire codes. Evaluate existing fire safety conditions and enforce Federal, State, and local codes and ordinances applicable to fire safety.
- Maintain and nurture a culture of staff involvement and community service throughout the organization.
- Perform building site and plan review for all construction to ensure compliance with fire codes including automatic suppression and detection systems.
- Conduct final occupancy inspections.
- Conduct timely review and issuance of permits in coordination with City departments.
- Responsible for providing public education pertaining to fire prevention and fire safety.
- Communicate effectively with building permit applicants, contractors, design professionals and others on the interpretation and requirements of the International Fire Code.
- Liaison with schools and other organizations.
- Serve as the department's liaison with outside departments and committees at the Fire Chief's direction.
- Establish and maintain effective working relationships with the Mayor, City Council members, city staff members, and citizens.
- Respond to emergency incidents such as hazardous material incidents, fires, and other natural and man-made disasters as required.
- Responsible for the daily management of assigned division(s) operations necessary to achieve exemplary services for the protection of life and property through efficient and effective implementation of prevention and education, and non-emergency related services.
- Coordinate activities of assigned divisions with other programs of the department.
- Plan and direct activities of assigned divisions to ensure on-going internal and/or external job related training and professional development of personnel to be in compliance with all applicable Federal, State, Occupational Safety and Health, and department policies, practices, and standards. Responsible for ensuring appropriate certifications and/or licenses are achieved and maintained by division personnel.
- Responsible for the participating in the preparation, and administration of assigned divisions' budgets, to include: analysis and recommendations regarding staffing and equipment requirements; approving expenditures and recommending budgetary adjustments as appropriate and necessary.
- Maintain complete and permanent records of all assigned division(s) activities such as training attended and conducted, public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, fire causes, property owner/occupant information, and other information considered necessary.
- Set annual goals and objectives for assigned divisions. Submit monthly and annual reports to the Fire Chief summarizing assigned division(s) progress and activities.
- At the direction of the Fire Chief, attend and participate in multi-agency, professional groups and committee meetings. Develop and deliver presentations to the City Council, citizen groups, and others on matters related to the department's mission.
- Maintain knowledge of new trends and innovations in the fields of fire suppression, emergency medical care, hazardous materials, prevention and education. Incorporate new developments as appropriate.
- Provide highly responsible and complex administrative support to the Fire Chief, to include: developing, recommending, implementing, and administering policies and procedures, goals and objectives; managing assigned projects and programs; researching and summarizing findings to the Fire Chief; and preparing reports or other documents.
- Perform other special projects and work as assigned by supervisors. Pursue preferred qualifications and career development to enhance knowledge, skills and abilities in relation to responsibilities.
- Ability to maintain regular and reliable attendance.
- Other duties as assigned.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Principles and practices of municipal fire department administration and operations, as well as policies and procedures of all related functions;
- Principles, methods, and practices of modern fire prevention, fire suppression, investigation, and emergency medical care techniques;
- Hazardous materials, associated properties of those materials, and the ability to apply applicable codes regulating those materials;
- Principles and practices of personnel management including training, performance evaluation, conflict management, and labor relations;
- Fire investigation procedures;
- Principles and practices of budget preparation and administration;
- Pertinent Federal, State, and local laws, codes and regulations that govern department activities;
- Incident management practices, including the National Incident Management System (NIMS);
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge and advanced ability to use Microsoft Word, Excel, PowerPoint, and Access and ability to learn and apply new technologies and skills;
- Working knowledge of modern administrative office procedures, methods and equipment.

Skilled in:

- Effectively handling difficult or sensitive issues, using professionalism and an understanding of organizational culture;
- Using interpersonal skills in a tactful, patient and courteous manner;
- Positive and progressive customer service;
- Excellent management and team building skills;
- Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources;
- Strong problem solving skills including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions;
- Strong oral and written communication skills with the ability to apply appropriate communication techniques to various audiences;
- Assessing and prioritizing multiple tasks, projects, and demands;
- Working effectively and efficiently with competing priorities and directives.

Ability to:

- Work as part of a team to fulfill the department's mission and strategic plan;
- Evaluate programs, policies and procedures, analyze activities and take effective action to improve assigned division(s) operations or resolve problems;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances and safety rules;
- Develop, implement, and administer goals, objectives and procedures for providing effective and efficient fire suppression, emergency medical care and prevention services;
- Establish and maintain effective cooperative working relationships with personnel, other government officials, community groups, the general public, and media representatives;
- Lead and motivate staff and assigned resources;
- Train, supervise and evaluate an effective staff capable of properly executing the goals and objectives of the department;
- Work independently in the absence of supervision and delegate authority and responsibility when appropriate;
- Perform research and present findings in an organized and professional manner;
- Provide verbal and written directives, information and advice to a wide variety of people and officials;
- Properly interpret and make decisions in accordance with laws, regulations, and policies;
- Conduct self in a professional manner as defined by the department's code of ethics, department policy and City policy;
- Maintain confidentiality;
- Prioritize multiple projects, anticipate needs, and work effectively within deadlines;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Complete comprehensive work assignments and meet deadlines;
- Communicate in English clearly concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions,

and decimals.

Required Physical Traits:

While performing duties of this job, the employee is regularly required to talk and hear, use hands or fingers to handle and feel, and use the telephone and computer while communicating with internal and external customers. Requires sufficient manual dexterity and visual acuity to operate a personal computer, standard office equipment, required tools of the trade, and City vehicles. Employee will sit for several hours each day but will also need mobility and ability to regularly stand and walk continuously, often on uneven, rough and slippery surfaces including gravel, dirt, rock, grass, hillsides; and reach with hands and arms. Employee may need to lift, carry, push and/or pull moderately heavy objects and materials up to approximately 50 pounds; climb or balance, stoop, kneel, crouch or crawl, and taste and smell. This position requires the employee to work under stressful conditions due to deadlines and time constraints.

QUALIFICATIONS:

Required:

- Must be at least twenty-one (21) years of age.
- US Citizen or lawful permanent resident.
- Ability to speak, read, write, and comprehend the English language.
- No adult felony convictions in the previous 10 years for a crime directly related to the position of employment.
- Must meet all other provisions established by the Civil Service Commission.
- Bachelor's degree from an accredited institution in Fire Science, Public Administration or a related field of study.
- At least ten (10) years of fire suppression and emergency medical experience, including at least four (4) years of administrative and progressive management responsibility.
- Possess at time of hire and maintain a valid Washington State Driver's License with a driving record acceptable to the City. Must complete the department's driver training program and maintain a driving record acceptable to the City.
- At least 3 years' experience in fire prevention, fire investigation, code enforcement, public education, and instructional methodology.
- International Code Council or IFSAC Fire Inspector I & II certifications.
- International Code Council Fire Plans Examiner certification
- An equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above may be substituted.
- Possess at time of hire and maintain a Washington State Emergency Medical Technician (EMT) certification.
- Ability to pass all pre-employment examinations and any subsequent testing.
- Ability to pass a comprehensive background check.

Preferred:

- At least ten (10) years' experience in code enforcement, and be certified as a fire marshal.
- At least five (5) years' experience in fire inspections and hold Fire Inspector I and II certifications.
- At least five (5) years' experience in plan review and be certified as a plans examiner.
- At least five (5) years' experience in fire safety education and be a Certified Public Educator.
- Completion of the National Fire Academy Managing Officer program.
- IFSAC or IAAI Fire Investigator certification.
- Incident Command certification recognized by the Department.
- IFSAC Fire Instructor I certification.
- Community Emergency Response Team (CERT) instructor.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mukilteowa.gov>

Position #2020-00013
 FIRE MARSHAL
 LP

11930 Cyrus Way
 Mukilteo, WA 98275
 425-263-8003
 425-263-8000

shoppe@mukilteowa.gov

Fire Marshal Supplemental Questionnaire

- * 1. Questions 1-12 are to determine if you meet the minimum requirements of the position as listed in the job description. Candidates who do NOT meet the minimum requirements will not move forward in the process. Indicate "Yes" if you understand that you must meet the minimum requirements in order to be considered for employment.
 Yes No

- * 2. Are you at least 21 years of age?
 Yes No

- * 3. Are you a U.S. Citizen or a lawfully permanent resident?
 Yes No

- * 4. Do you have the ability to speak, read, write and comprehend the English language?
 Yes No

- * 5. Do you have any adult felony convictions in the previous ten (10) years for a crime directly related to the position of employment?
 Yes No

- * 6. Do you have at least a Bachelor's degree in Fire Service Administration, Public Administration or a related field of study from an accredited institution?
 Yes No

- * 7. Do you possess at least ten (10) years of fire suppression and emergency medical experience, including at least four (4) years of administrative and progressive management responsibility.
 Yes No

- * 8. Will you be able to possess at time of hire and maintain a valid Washington State Driver's License, with a driving record acceptable to the City?
 Yes No

- * 9. I understand that applicants must also meet the requirements of physical and medical standards as prescribed by the Mukilteo Civil Service Commission. A thorough medical examination, credit check, and psychological assessment will be given prior to appointment. Successful candidates will be subject to a background investigation conducted by the Mukilteo Fire Department.
 Yes No

- * 10. Do you possess a minimum of three (3) years' experience in fire prevention, fire investigation, code enforcement, public education, and institutional methodology?
 Yes No

- * 11. Do you possess any of the following Certifications? Please select all that you possess.
 ICC or IFSAC Fire Inspector I and II
 CFPE Fire Plans Examiner
 WA State EMT

- * 12. Have you attached supporting documentation and included information in your application that clearly demonstrates that you meet the minimum qualifications? (Certifications must be attached to your application).
 Yes No

* 13. Tell us about your Community Risk Reduction experience and how it will benefit Mukilteo Fire.

* 14. Tell us how your knowledge and experience will benefit the City of Mukilteo and Mukilteo Fire.

* Required Question