



Job Description

TITLE:	Division Chief-Fire Marshal	JOB CODE:	3770
DEPARTMENT:	Fire Department	FLSA:	Non-Exempt
PREPARED:	November 2006		
UPDATED:	August 31, 2020	LOCATION:	Aztec, NM

Summary: Under limited supervision, administers and coordinates the fire prevention activities for the San Juan County Fire Department; including fire investigation and public education services and activities; functions as assistant to the Fire Chief in enforcing the fire protection and prevention codes and ordinances of the San Juan County Fire Department. On a rotating basis serves as a Duty Officer with the responsibility of responding to major incidents for the purpose of managing, directing, or providing logistical support to incidents as needed.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Conducts fire and life safety inspections throughout buildings in San Juan County.
- Reviews plans for new construction and installation of fire protection equipment for adherence to fire and life safety regulations.
- Investigates complaints of fire and life safety hazards and violations, writes correction notices, issues citations, and performs other duties necessary to prevent the occurrence or reoccurrence of fire and life safety crimes or violations
- Prepares, inspection reports, investigation reports, emergency response reports, grants, and other proposals as directed by the Fire Chief or Deputy Fire Chief.
- Confers with, answers questions for, and provides direction to property owners, contractors, engineers, architects, and others regarding fire and life safety protection and systems requirements.
- Inspects and monitors firework stands. Assists local law enforcement in the complaints and violations caused by the improper use of fireworks or explosives.
- Stays abreast of new trends and innovations in the field of fire suppression, fire prevention, and fire investigation; monitors fire protection industry standards and makes recommendations to the Fire Chief or Deputy Fire Chief regarding needed improvements and changes.
- Directs, assigns and coordinates the fire education activities for the department. Conducts fire prevention and safety classes for the schools and the general public.
- Responds to potentially serious fires and other emergency incidents as assigned. Responds to emergency incidents as the Incident Commander, Sector/Division Officer, or part of a Command Staff Team and commanding, supervising, and/or participating in tasks, tactics, and strategies.
- Reviews and conducts PPC Fire Protection Class – ISO inspections with ISO representatives while also working closely with the New Mexico State Fire Marshal's Office.
- Investigates the origin and cause of fires which involve loss of life, injury to any person or persons, or damage or destruction of property. Takes charge of evidence of the origin of the fire and works cooperatively with law enforcement agencies in arson cases.
- Orders miscellaneous fire equipment
- Assists with developing Standard Operating Procedures.
- May serve as Acting Fire Chief in the absence of the Fire Chief or Deputy Fire Chief.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices of emergency response procedures and treatment methods; fire and rescue apparatus, fire suppression, fire prevention, and equipment.
- Knowledge of citizen volunteer fire program and emergency medical services.
- Knowledge of all local, state and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety, fire protection, and arson investigations.
- Knowledge of Insurance Services Organization (ISO) rating system.

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- Knowledge of County and SJCFD policies and procedures.
- Knowledge of governmental budgeting, planning, and process.
- Ability to think and act quickly and to act independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.
- Skill in reviewing building plans and evaluating the prevention systems.
- Skill in investigating the causes of fires and evaluating the potential for arson.
- Skill in identifying training needs, developing curriculum, and conducting public education fire prevention training programs.
- Skill in effectively managing, prioritizing, leading, and delegating tasks and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.
- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in effectively presenting information to volunteer staff, management, public and employees.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected officials, volunteer firefighters, fire administration, field staff, County staff, and the general public.
- Skill in the use of a personal computer, Fire/EMS and standard business software.

Education and Experience:

- A high school diploma or GED equivalent and four (4) years of recent experience as an active member of a fire department involved in both fire suppression and emergency medical service, including one (1) year as an officer, lieutenant, or higher-rank is preferred.
- Valid State of New Mexico Class E driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergies, gases and fumes. May be subject to exposure to CRTs and VDTs. May be subject to life threatening situations; involves the potential for exposure to high stress levels.
- May be subject to bending, reaching, kneeling, crawling, and lift in excess of 75 pounds.
- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department.
- Position frequently requires travel.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Specialized firefighting, emergency, and training equipment, apparatus, and response vehicles.
- Equipment utilized includes computerized and conventional office equipment, two-way radios, and mechanics tools.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
