

# **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Fire Marshal  
**SECTION:** Administration and Planning  
**DIVISION:** Fire Prevention  
**DATE:** December 2024

## **BASIC FUNCTION OF POSITION:**

The Fire Marshal is a UFA Exempt Merit employee and serves as a member of the Command Staff, contributing to the leadership of UFA. This role involves directing and performing advanced Fire Prevention and Life Safety functions of moderate to complex difficulty with minimal supervision. The Fire Marshal oversees the Fire Prevention and Special Enforcement Divisions, including its employees, budget, and policies, and manages a comprehensive community risk reduction program. Responsibilities include reviewing and approving commercial building plans and fire and life-safety systems, providing fire inspection support for UFA contract cities and unincorporated Salt Lake County, and leading special projects assigned by the Division's Assistant Chief. Additionally, the Fire Marshal acts as the Engineering and Enforcement Control Officer and Program Manager for the Division, engages with city leadership and professional associations, and represents the division on local and state legislative matters.

## **SUPERVISION MANAGEMENT:**

The Fire Marshal supervises the Fire Prevention and Special Enforcement Division staff and ensures the successful execution of fire prevention, code enforcement, community risk reduction programs, and special enforcement operations.

## **PRINCIPAL RESPONSIBILITIES:**

The following are key functions of the Fire Marshal position, which may be supplemented as necessary:

- Serve as a member of Command Staff providing strategic and essential support to the office of Fire Chief.
- Provide leadership in the development, implementation, and oversight of a comprehensive Community Risk Reduction (CRR) program designed to minimize fire and life-safety risks across the community.
- Collaborate with community stakeholders, including city planners, building officials, public works, architects, and contractors, to integrate CRR strategies into city development and building processes.
- Deliver technical expertise in fire codes, plans review, and risk assessment, ensuring compliance with regulations and the effective mitigation of fire hazards.
- Manage and coordinate activities related to fire inspections, code enforcement, and plan reviews, while prioritizing fire and injury prevention as part of the CRR program.
- Stay informed of emerging trends, technologies, and best practices in fire prevention, code enforcement, and community risk reduction to continuously improve program effectiveness.

- Recommend and implement the community risk reduction goals and objectives; establish performance standards and methods for the development and implementation of the related programs and activities; develop and implement policies and procedures aimed at enhancing fire safety and risk reduction within the community.
- Maintain data and records regarding all risk reduction and fire prevention activities.
- Prepare accurate reports, maintain detailed records, and provide summaries of division activities to leadership.
- Assist in the development and maintenance of a comprehensive community risk analysis.
- Participate in job-related prevention and educational events, as well as department planning and strategy meetings to promote CRR initiatives.
- Ensure fire prevention programs align with the department's goals, emphasizing fire risk reduction and community safety.
- Evaluate fire prevention activities and recommend improvements to ensure the overall effectiveness of fire safety initiatives.
- Collaborate with various agencies and organizations to promote public fire safety education and develop CRR programs aimed at reducing fire risks.
- Manage the review and approval of fire protection systems, ensuring they meet the necessary fire safety codes and standards.
- Oversee hazardous materials permits, fireworks safety, and multi-family residential fire reduction programs as part of a broader CRR strategy.
- Provide training and guidance to division personnel on fire prevention, risk reduction strategies, and inspection techniques.
- Develop and manage the Fire Prevention Division's budget to ensure effective use of resources in support of CRR efforts.
- Represent the division at meetings with elected officials, providing reports and recommendations on fire prevention and CRR issues.
- Supervise and motivate division staff, ensuring the completion of fire prevention, CRR tasks, and projects.
- Thorough knowledge of Community Risk Reduction (CRR) strategies and the fire prevention process, including strong communication skills to advocate for risk reduction in various community settings.
- Extensive understanding of fire and building codes, with the ability to enforce prescriptive and performance-based standards.
- Knowledge of local government agency codes, state amendments to fire and building codes, and administrative rules to ensure the implementation of effective risk-reduction measures.
- Perform additional duties as required by the Fire Chief or designee.

**MINIMUM EXPERIENCE AND QUALIFICATIONS:**

- Valid Driver's License.
- Currently serving as a UFA Staff Captain, UFA Captain, UFA Division Chief, or UFA Battalion Chief
- Ten (10) years in a UFA firefighter position with a bachelor's degree (or higher) or fourteen (14) years with an Associate's degree.

- IS-100, IS-700, IS-800, ICS-200, ICS-300
  - \*Completion of ICS 400 Advanced ICS for Command and General Staff within one year of selection
- Completion of one NIMS ICS Command or General Staff All-Hazards training course
- Experience in the Incident Command System (ICS), National Response Plan (NRP), and National Incident Management System (NIMS), with expertise in hazard and risk management techniques.
- Completion of ICC Fire Inspector I and II and ICC Fire Plans Examiner within eighteen months of selection

**DESIRABLE QUALIFICATIONS:**

- Bachelor's degree (or higher) related to emergency services administration, engineering
- NFPA Certified Fire Prevention Specialist (CFPS).
- International Code Council Certifications Certified Fire Marshal
- Experience developing and/or managing a community risk reduction program
- Center for Public Safety Excellence Certified Chief Fire Officer
- National Fire Academy Executive Officer Program Graduate
- NFPA Fire Officer III & IV
- Operational Training and Wildland Certifications and All-Hazard IMT

**WORKING ENVIRONMENT:**

The incumbent generally works in a standard office environment. The expected regular work schedule is forty to fifty hours, with some executive flexibility, and will involve evening and weekend hours. Work activities vary widely, including administrative work,

response to emergencies, attendance at meetings, and both field and classroom training. Business travel may also be required.

**PHYSICAL AND MENTAL JOB REQUIREMENTS:**

To perform the job successfully, an individual must be able to satisfactorily perform each of the essential job functions. The sensory requirements for this position include vision, hearing, and touch, and the incumbents will be exposed to noise and stress. The employee in this position must frequently exercise good judgment and be able to work with minimal supervision. This position requires good physical condition with the ability to lift up to 50 pounds.

**CLASSIFICATION:**

Classified as an Exempt Merit position in accordance with UFA Policy and Procedure, Employment Status, and is FLSA-Exempt (not eligible for overtime except in rare specific circumstances).

This position is classified as a Category A position with regard to the UFA Cell Phone policy and as a Category A position with regard to the Staff Vehicle Assignment and Use and Reimbursement policy.