

INTERNAL RECRUITMENT

# Fire Marshal



**Unified Fire Authority**  
Salt Lake, Utah

# The Position

The Fire Marshal is a UFA Exempt Merit employee and serves as a member of 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.



## Principal Responsibilities

The following list describes several of the essential functions of this position. This list 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.
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# Principal Responsibilities Cont...

- 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.
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# Leadership Competencies

The following competencies are based on the Korn Ferry FYI – Leadership Architect Competency modeling. While most of the skills will improve the success of the Fire Marshal meeting the expectations of the position, the Fire Chief has selected the following as the most critical:

- **Manages Complexity:** Making sense of complex, high quantity and sometimes contradictory information to effectively solve problems
- **Balance Stakeholders:** Anticipating and balancing the needs of multiple stakeholders
- **Strategic Mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies
- **Plans and Aligns:** Planning and prioritizing work to meet commitments aligned with organizational goals
- **Ensures Accountability:** Holding self and others accountable to meet commitments
- **Drives Results:** Consistently achieving results, even under tough circumstances
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- **Drives Vision and Purpose:** Painting a compelling picture of the vision and strategy that motivates others to action
- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity



## OUR MISSION

**To save lives, protect property, and strengthen community relationships with professionalism, courage, and dedication**

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# Salary and Benefits

- \$172,899
  - Plus any wage increases approved through the Budget Process each fiscal year
- The Fire Marshal position receives normal UFA benefits and accrues vacation hours in accordance with UFA Policy and Procedure - 900-220 Vacation
- The Fire Marshal position is FLSA-merit exempt and a three bugle Chief

## Requirements

### Minimum

- 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

- 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



## OUR VALUES

**Integrity - Professionalism**  
**Respect - Accountability - Teamwork**  
**Dedication - Courage**

# Selection Process

- **January 10 - 26:**

- Submit a cover letter and resume via the ApplicantPro link by January 26, 2025. At a minimum, the cover letter and resume should demonstrate the candidates' interest and preparedness for the role
- If it is necessary to screen down the number of candidates to a lesser number, this will be done based on a review of the candidates' resumes and cover letters

- **February 3 - 17: Leadership Promotional Survey**

- The Leadership Promotional Survey will be conducted for candidates moving on in the process until February 17, 2025, with results available by February 19, 2025
- The results will be used during the Interview

- **February 3 -17: Paper**

- Candidates should submit their paper to HR Director Kiley Day by 5 p.m. on Monday, February 17, 2025
- The paper should include the following:
  - The candidates' thoughts on the Fire Marshal position and its role within the UFA
  - How the Fire Marshal integrates into the Command Staff team
  - An assessment of the strengths and weaknesses of the Fire Prevention Division
  - A brief proposal on how the candidate may further the strengths & improve upon the weaknesses
  - The candidates' vision of what community risk reduction is and our role in establishing this within UFA communities
  - The candidates plan to begin establishing a foundation for community risk reduction
  - The paper should be no more than seven (7) pages. The intended audience will be members of Command Staff, external evaluators, and other process evaluators

- **March 4: Interview and Presentation**

- Candidates will deliver a 30-minute presentation to members of Command Staff, General Staff, and leadership of Local 1696 in the UFA Board Room
- The presentation should address the findings provided within the candidates' paper. Examples demonstrating the candidates' preparedness for the role are encouraged.
- An additional 20 minutes will be available for question and answer after the presentation
- An interview with the Fire Chief, Assistant Chiefs, several internal and external evaluators, and a member Local 1696 leadership

- **Final Selection**

- This process is advisory to the Assistant Fire Chief of Administration and Planning and the Fire Chief. They will consider all qualified candidates for the position and will provide feedback to all who compete in the process. No register is created from this process.
  - While the Fire Chief and Assistant Fire Chief of Administration and Planning will strive to select an individual from among the internal candidates if the right candidate is not found internally, they may choose to fill this vacancy from outside the organization.
- Timelines and process may be subject to change due to unforeseen circumstances.
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