



BRIGHAM CITY CORPORATION

Job Description

Title:	Fire Marshal	Code:	1715
Division:	Administration	Effective Date :	04/25
Department:	Fire	Last Revised:	04/25
Opening Date:	April 23, 2025	Closing Date:	May 6, 2025
Salary:	\$122,102 - \$125,154	FLSA Status:	Exempt

GENERAL PURPOSE

Performs **professional and technical duties** related to administrative functions and fire prevention activities such as: fire inspections and establishes policies involving interpretation and enforcement of fire and building codes, fire safety evaluation of buildings, fire code compliance, plan reviews, fire investigation and coordinates public safety education events.

SUPERVISION RECEIVED

Works under the direction of the Fire Chief and/or Assistant Fire Chief.

SUPERVISION EXERCISED

May be required to provide general supervision to others as assigned by the Chief or Assistant.

ESSENTIAL FUNCTIONS

Leads and manages the fire prevention and fire investigation activities of the fire department.

Completes reports, special projects, and other administrative support duties; performs related duties and responsibilities as assigned or required.

Attend meetings to represent the Chief and the Department's interests.

Identify opportunities for improving service delivery methods and procedures; develop plans; coordinate with the administration team; implement improvements.

Coordinates and conducts residence and business fire safety inspections within the city and service area; monitors and keeps accurate records on each business inspection and fire investigation.

Inspect buildings to identify fire hazards; provide advice to aid in eliminating or reducing hazards; reviews building and fire sprinkler plans to assure fire code requirements are met.

Develop and supervise the department's Company Inspection program for small businesses and public education programs.

Investigate fires to determine origin and cause and coordinate the activities of fire investigation.

Perform building and site plan review for new construction for compliance with fire codes, including automatic fire suppression and detection systems; conduct final occupancy inspections.

Reviews plans for annual events including but not limited to fireworks displays and the Peach Days celebration, to assure vendors comply with fire and life safety codes. Performs fire and life safety inspections on event booths, public gathering locations and firework events.

Functions within the incident command system and as needed may serve as incident command at emergency scenes.

Responds to fires and other emergency scenes when called upon; operates fire equipment during routine and emergency situations; using proper firefighting and safety procedures at all times; provides emergency medical services as needed.

In times of high incident call volume, assist in emergency response as directed by the Fire Chief or Assistant Chief.

Maintains all required certifications and licensures for the position.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. Graduation from High School or equivalent and sufficient education and training in fire prevention; inspections and investigations. Bachelor's degree in fire science or other related field preferred;

AND

- b. Five (5) years' experience as a Fire Inspector, or Deputy Fire Marshal.

AND

- c. Five (5) years of progressive responsibility within a fire service organization. Supervisory experience in a full-time department is desirable.

OR

- d. An equivalent combination of education and experience.

2. Special Qualifications:

- Must be certified as a Fire Fighter II (NFPA; ProBoard; UFRA).
- Must be certified as a Fire Officer I (NFPA; ProBoard; UFRA).
- Must be a current Utah Emergency Medical Technician (AEMT or PM preferred).
- Must be certified as Fire Inspector I (NFPA; ProBoard; UFRA).
- Must be certified as Fire Investigator (NFPA; ProBoard; UFRA).
- Must pass annual SCBA fit test and physical agility test requirements.
- Must maintain minimum on-call requirements.

Preferred or within 1 year of hire/promotion, unless an extension is approved:

- Must be certified through the International Code Council as a Fire Inspector I and II.
- Must be certified through either the National Association of Fire Investigators or the International Association of Fire Investigators as a Certified Fire Investigator or a Certified Fire and Explosion Investigator.

Preferred or within 2 years of hire/promotion: unless an extension is approved:

- Must be certified through the International Code Council as a Fire Plans Examiner.

KNOWLEDGE, SKILL AND ABILITY

Working knowledge of fire prevention techniques; working knowledge of fire inspection methods; fire investigation procedures; techniques and methods of fire suppression and control; effective operation of policies and procedures established for the Fire Department; emergency medical procedures; considerable knowledge of common fire and chemical hazards and related safety precautions; building construction techniques and the consequence of each type on fire prevention activities; geography of the city and surrounding area; public speaking and interpersonal communication skills. Possess a working knowledge of modern fire behavior and fire suppression techniques.

Ability to plan, organize and direct the implementation of overall fire department programs and objectives; direct and supervise various levels of professional fire fighters; communicate effectively, verbally and in writing; make quick and accurate decisions in emergency situations; safely operate department vehicles, apparatus and other emergency equipment; develop effective working relationships with local elected officials, appointed officials, subordinates, vendors and the public.

WORK ENVIRONMENT

Functions of the position performed in an office and field environment; travel from site to site; construction site environment; exposure to hazardous encounters dealing with inspection and investigation of buildings that have been damaged by fire, or stored hazardous chemicals; exposure to noise and dust; subject to seasonal outside weather conditions and exposure to extremely hazardous conditions and materials; required to maintain physical condition necessary for moderate to heavy lifting and carrying; bending, stooping and climbing; walking and standing for prolonged periods of time; operating motorized vehicles; maintaining physical condition appropriate to the performance of assigned duties. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not considered a complete statement of duties, responsibilities, requirements or knowledge, skill & ability.

HOW TO APPLY: Click on link: <https://www.applicantpro.com/openings/bcutah/jobs>

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