

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performance of their duties as though they were included in this job description.

DEPUTY FIRE MARSHAL

Department: Fire Department
Division: Fire Operations
Pay: GRADE DFM – \$84,140.84- \$115,152.61 Annual Salary
FLSA Status: Sworn Fire, Employee 2080 Schedule

PREREQUISITES

- Basic EMT
- National Fire Protection Association Firefighter 1 and 2 (NFPA FF-1 & FF-2)
- Hazardous Materials First Responder –Awareness and Operations (NFPA HazMat Awareness & Operations)
- Must be contactable 24/7 for an investigation and follow “Fire Investigation Procedures” -see Ogden Fire Department Policy SOP 1302.FP

Fire Certifications must be from either the Utah Fire Rescue Academy (UFRA) or any other certifying agency that provides an International Fire Service Accreditation (IFSAC) reciprocity certification. An IFSAC or Pro Board seal with a legible number must be present on copies of certificates including reciprocity. Certifications can be faxed to (801)629-8735 or emailed to hr@ogdencity.com and must be received prior to job posting closing date.

COPIES OF ALL PREREQUISITE CERTIFICATION CERTIFICATES MUST BE ATTACHED TO APPLICATION BEFORE CLOSING DATE FOR APPLICANT TO BE CONSIDERED QUALIFIED TO TEST. IFSAC OR PRO BOARD SEALS OR LABELS NEED TO BE LEGIBLE OR CERTIFICATIONS WILL NOT BE ACCEPTED. NO SUBSTITUTES WILL BE ALLOWED IN PLACE OF A COPY OF THE ACTUAL CERTIFICATION CERTIFICATES.

POSITION SUMMARY

Receives general and specific directions from the Fire Marshal for day-to-day duties; receives general and specific directions from Incident Commander on emergency incidents. This is not a supervisory position but occasionally demands that the person lead work groups and teams in temporary projects. Applicants will possess, acquire, maintain, and improve knowledge of principles and practices of modern fire and injury prevention activities, including fire investigation, code enforcement, building and process inspections, and public education; understand and apply the rules, regulations, and operational procedures of the fire department and prevention division. This position will work in an environment that has multiple projects and tasks and will require the applicant to manage and prioritize workload and time demands based on the philosophy and strategies of the Fire Prevention Division. Deputy Fire Marshal shall fulfill the role of Acting Fire Marshal as occasionally assigned.

PREFERRED PREREQUISITES

- Utah/NFPA Fire Instructor I
- Utah/NFPA Fire Officer I
- Accredited Fire Investigation Certificate
- Advanced 1st AID/CPR

EXPERIENCE AND TRAINING STANDARDS

- Understand and apply National Standards, State Statutes, Local Ordinances, and codes enacted for the prevention of fire and injury.
- Participate in and assist in the development and implementation of philosophies, strategies, goals, objectives, policies, and priorities for the prevention, education, and inspection programs; work in a varying shift schedule as determined by organizational need and outlined by the Fire Marshal.
- Oversee and witness efficiency tests and inspections of a variety of fire and life safety protection systems and equipment.
- Conduct plan reviews and inspections during construction and re-construction of various buildings to determine the provision and maintenance of fire protection systems and fire alarm systems, and to ensure compliance with applicable fire codes and regulations.
- Perform inspection of businesses prior to issuance of business license, perform re-inspection of existing businesses, schools, hospitals, and other occupancies to evaluate existing fire safety conditions and ensure compliance to national, state, and local codes and ordinances.
- Issue notices of violation and citations, and if warranted and authorized by Fire Marshal.
- Assist in the prosecution of violators; inspect businesses to ensure compliance with ordinances pertaining to the storage, transport, and use of hazardous materials.
- Work closely with facility and occupancy owners and managers to use the inspection opportunity to educate the owners, employees, and occupants on the advantages of practicing good fire and life safety principles.
- Participate in developing positive, professional, and team-oriented working relationships with investigators and other people from other city divisions, surrounding communities, or agencies as assigned by the Fire Marshal.
- Respond to requests for investigations from incident commanders or fire officers conduct initial and follow-up incident investigations to ensure the accurate determination of the origin and cause of incidents.
- Prepare accurate, timely, and comprehensive reports on investigation activities performed; collect and establish custody of evidence and participate in prosecution activities as required.
- Prepare and present a variety of reports and other correspondence as appropriate and necessary.
- Prepare and present public information and education presentations to various organizations, schools, and the public on fire safety, injury prevention, and emergency preparedness.
- Provide instructions on the use of fire extinguishers, alarm systems, and chemical storage safety precautions.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

SPECIAL REQUIREMENTS

- Within one year of appointment, obtain Utah Fire Inspector I Certification from the Utah Fire Service Certification System at UFRA – maintain certification once obtained.
- Within two years of appointment, obtain International Code Council (ICC) Fire Inspector Certification - maintain certification once obtained.
- Within three years of appointment, obtain Fire Investigator I Certification from the Utah Firefighter Certification System (UFCS) at the Utah Fire and Rescue Academy (UFRA), obtain Utah A-EMT certification.
- Within four years of appointment, obtain Certified Fire and Explosion Investigator (CFEI) Certification from National Association of Fire Investigators (NAFI), And the Fire Investigation Technician (FIT) Certification from International Association of Arson Investigators. - maintain certifications once obtained.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work environment is in an emergency firefighting environment, with work in intense life-threatening conditions and exposure to loud noise, wet or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, outdoor weather conditions, vibrations, extreme heat, and extreme cold. May work in high, precarious places and placed at risk of electrical shock and radiation.
- May wear heavy protective equipment and/or Self-Contained Breathing Apparatus while working.
- The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the physical ability to work primarily with fingers, climb and balance, see clearly at close (less than 20 inches) and far (20 feet or more) distances, judge distances and spatial relationships, identify and distinguish colors, observe an area that can be seen up and down or the left and right while eyes are fixed on a given point, and adjust the eye to bring an object into sharp focus.
- Must maintain physical condition to perform essential duties as specified by fire service certifications and which are appropriate to the performance of assigned duties and responsibilities. they may include performing life threatening activities in emergency situations, running, walking, sitting, crouching, crawling, perform heavy lifting and physical maneuvering; moving equipment, moving injured/deceased persons, climbing stairs/ladders, performing lifesaving and rescue procedures, and operating assigned equipment and vehicles; all these duties may have to be performed for extended periods of time; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment and vehicles; maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under dangerous circumstances, evaluating various options and alternatives and choose an appropriate and reasonable course of action, demonstrating intellectual capabilities during training, testing, and situational processes.
- Additionally, the following physical abilities are required: standing, walking, sitting, stooping, kneeling, crouching, crawling, talking, hearing, and smelling.
- Required to pass annual fire department fitness exam.

MOTOR VEHICLE REPORT

Driver's license record will be obtained by the Human Resources office when needed and will be a consideration in final appointment.

EDUCATION REQUIREMENT

Successful applicants must submit a copy of the above education requirements before appointment.

VETERAN'S PREFERENCE POINTS

Applicants MUST submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

SALARY RANGE

DEPUTY FIRE MARSHAL (DFM) - \$84,140.84- \$115,152.61 Annual Salary

APPLICATION PROCEDURE

On-line applications will be accepted at <https://ogdencity.applicantpro.com/internaljobs/> until **October 29, 2025**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Certifications will not be accepted after the closing date. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE - AA/EOE/ADAAA – OCTOBER 15, 2025

ASSESSMENT PROCEDURES

Candidates will be ranked on the eligibility list based upon the following criteria:

Assessment Center - 100% Possible:

- **Scheduling & Prioritization Activity 10%**
- **Code Reference Research Test 15%**
- **Presentation Skills/Interview Panel Rating 30%**
- **Drafting a Written Response Test 20%**
- **Project 15%**
- **Preference awarded for the following experience 10%**
 - *Fire Investigations experience*
 - *Fire Inspection experience*
 - *National codes and standards experience*
 - *Field firefighting experience*
 - *Field emergency medical experience*
 - *Advanced NFPA firefighter, apparatus driver/operator, fire officer certifications*
 - *Advanced EMS certifications (Paramedic)*
 - *Degree related to Fire Sciences or Emergency Medical Services*

Fire administration will release from duty any candidates who are scheduled for duty during the testing phases. This release from duty will be only for the hours of the testing phases. Candidates may want to consider trades for the hours prior to their times of testing to guarantee being rested and fresh for any phase of testing.

NO OUTSIDE ELECTRONIC DEVICES OR JOB AIDS WILL BE ALLOWED IN ANY PORTION OF THE ASSESSMENT PROCESS.

The Deputy Fire Marshal Process will be held in the month of November 2025. Details to be announced. Candidates will be scheduled for each component of the assessment process later. Ogden City HR will contact each candidate to schedule all portions of the assessment process.