



## Job Announcement

<b>Position Title</b>	Deputy Fire Marshal	<input checked="" type="checkbox"/> Paid <input type="checkbox"/> Volunteer
<b>Department</b>	Operations	FLSA <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>Supervisor's Title</b>	Fire Marshal	
<b>Pay Range</b>	\$70,000 to \$85,000 Depending On Experience	

Elk Creek Fire Protection District and Inter-Canyon Fire Protection District are now accepting applications for a Deputy Fire Marshal. This new hire will be shared between the two fire districts. This is a hybrid role with Deputy Fire Marshal as the primary range of duties (approximately 60-70%) and responds to fire/EMS calls as a secondary range of duties (approximately 30-40%).

The Deputy Fire Marshal works with the Fire Marshal to implement the fire districts' fire prevention and community risk reduction programs. The focus of this role is public fire safety education, code enforcement, fire inspections, Wildfire Prepared home assessments, and responding to emergency incidents as a certified firefighter and EMT-Basic.

This is a full-time, benefits-eligible, and non-union position. This position is non-exempt due to the emergency response aspect of the role. This work involves considerable emphasis on long-term planning and the integration and coordination of departmental and interdepartmental programs and services.

Elk Creek Fire Protection District and Inter-Canyon Fire Protection District cover the communities of Aspen Park, Conifer, Pine Junction, and portions of Morrison and Littleton, in Colorado. The combined annual call volume is 1,900 calls per year in an area of mixed residential, commercial and recreational properties, consisting of approximately 60% EMS and 40% fire. Both districts have a focus on wildland fire due to the wildland-urban interface risk. The districts provide ambulance (both ALS and BLS) response and transport.

### Duties/Responsibilities:

- Manages the district's fire prevention and community risk reduction programs.
- Under the supervision of the Fire Marshal, conducts professional and technical-level fire inspections of commercial and public buildings and provides effective, professional, and tactful communication with co-workers, business owners, development and construction professionals, and the general public to ensure compliance with minimum requirements of adopted codes, national standards and approved construction plans.

- Provides consultation to local businesses and contractors in regards to projects and code compliance.
- Represents the Fire District to developers, the public, the business community and other public agencies.
- Conducts fire origin and cause investigations for the Fire District.
- Participates in the maintenance of pre-incident plans.
- Responds to and investigates fire code compliance complaints.
- Reviews alarm and activity reports to assist the Fire Marshal in identifying preventative strategies to reduce false alarms. Works with Training Captain to identify training needs and educational activities to maintain and improve professional skills of department members.
- Wins and maintains trust, and serves as the balance point between the interests of the community, the Fire District, and the employees of the District.
- Compiles data, completes necessary reports, forms, computer input, and other documentation as needed.
- Researches new codes and standards to maintain knowledge and provide information to the Fire District for potential code adoption.
- Inputs, updates and verifies the accuracy of the Fire District's record management system.
- Performs Wildfire Prepared home assessments.
- Works with juvenile fire setters in entry-level assessment and counseling.
- May be required to prepare for and testify in civil or criminal court proceedings.
- Must be willing to work on call and to work during significant emergencies or events.
- Must be able to work a flexible schedule when requested or when delivery of programs requires evenings, weekends and workdays which may exceed normal workday schedule.
- Must be willing to attend evening meetings; travel locally and out of town to attend meetings or conferences of one day or more during work and non-work hours.
- Other duties as assigned.

**Emergency Duties/Responsibilities:**

- Responds to emergency calls depending on acuity, crew availability, etc. at discretion of Deputy Fire Marshal (especially second out calls, CPR in progress, structure fires, wildfires, and hike outs). May respond to more basic calls to keep skills sharp depending on workload.
- Participates in daily trainings with the crew depending on workload.
- Maintains physical conditioning.

- Maintains Colorado Firefighter I, Hazmat Operations, NWCG Wildland Type II, and EMT I-Basic certifications.

- Becomes proficient with driving all department apparatus.

**Minimum Qualifications:**

- Bachelor's degree in fire science, fire protection, emergency management, or similar field or combination of education and experience.

- Five years' experience in the fire prevention field or equivalent combination of education and experience.

- Colorado Firefighter I certification or higher.

- Colorado EMT-Basic certification or higher.

- Basic Life Support CPR certification.

- Fire Investigation Technician (FIT) within six months of hire date.

- Colorado Fire Inspector III – Plans Examiner within six months of hire date.

- ICC Fire Inspector II within six months of hire date.

- ICC Fire Code Plans Examiner within six months of hire date.

- NIMS IS-100 and IS-700 certifications within six months of hire date.

- NWCG Wildland Firefighter Type II or higher within six months of hire date.

- Experience in inspection techniques and plan reviews.

- Experience in fire protection system testing.

- Experience in fire investigations.

- Meets the requirements of NFPA 1037, *Standard on Fire Marshal Professional Qualifications*.

- Working knowledge of NFPA 1730, *Standard on Organization and Deployment of Fire Prevention and Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations*.

- Working knowledge of NFPA 921, *Guide for Fire and Explosion Investigations*.

- Working knowledge of the principles of fire prevention, hazardous materials storage and handling systems, fire suppression and detection technology, and comprehensive fire protection engineering principles.

- Working knowledge of fire suppression systems and equipment.

- Knowledge of modern fire prevention procedures, techniques and equipment.

- Knowledge of fire, building, electrical, and mechanical codes.
- Knowledge of applicable local, state, and federal organizations and regulations.
- Knowledge of the code enforcement process.
- Knowledge of construction documents and drawings.
- Knowledge of general office equipment and record keeping.
- Must submit to fingerprinting and to a detailed background investigation.
- May be subject to written, oral, physical, medical, and psychological examinations.

Inter-Canyon and Elk Creek are Equal Employment Opportunity (EEO) employers and welcome all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status or any other classification protected by federal, state, or local law.

To apply please submit your resume to Human Resources at [employment@elkcreekfire.org](mailto:employment@elkcreekfire.org).