



## City of Golden Fire Marshal

<b>SALARY</b>	\$114,390.00 - \$140,128.00 Annually	<b>LOCATION</b>	Golden, CO
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2024-00012
<b>DEPARTMENT</b>	Fire Department	<b>OPENING DATE</b>	01/12/2024
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Exempt

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**We are currently recruiting for qualified applicants for Fire Marshal. Come and see why the City of Golden is the place you want to be!**

### ***Why work at the City of Golden?***

Being a Golden employee is more than just a job, it's a lifestyle. Golden is a vibrant outdoor community making it a great place to live, work and play.

- **Location, location, location** – Work near great restaurants and shops, hit the trails, and enjoy the outdoor scenery of Clear Creek and the foothills. Convenient commuting from all directions.
- **Paid time off** – Paid vacation starts at 16 days (that's over 3 weeks!), plus 12 days of sick time and 12 paid holidays each year.
- **Great benefits** – The City matches up to 8% of your retirement contributions, plus offers a full-spectrum of benefits and perks, including tuition reimbursement ([check it out!](#))

The Fire Marshal directly oversees and manages Fire and Life Safety Division activities, including fire investigations, plan review processes, community education, fire code inspection and enforcement, permit issuance, training of Department and City employees and community members in the relevant areas of fire and life safety, and is responsible for the overall administration of the Fire and Life Safety Division's programs and services. The Fire Marshal serves as Fire Department liaison to Pleasant View Fire Protection District, working closely with them to meet their community development and code enforcement mandates. Coordinates and collaborates with other fire districts and departments and other agencies regarding fire code development, adoption of standards, and fire code enforcement, and advocates for fire service issues.

### **JOB SUMMARY**

Develop, implement, and oversee a comprehensive Fire and Life Safety Division and associated community risk reduction programs.

Evaluate Fire and Life Safety Division activities and goals on a regular basis and adjust as appropriate.

Coordinate Fire and Life Safety activities with operations personnel and other City departments.

Oversee and review annual inspection program. Interpret codes and find solutions for Fire and Life Safety and operations personnel, building/business owners, and other stakeholders.

Develop and implement procedural methods and practices for reviewing plans, conducting inspections, and investigating fire loss incidents.

Conduct field inspections of construction projects and other buildings/facilities as necessary. Assist or conduct fire plan reviews as necessary.

Evaluate existing fire safety conditions and enforce Federal, State, and local codes applicable to fire safety.

Assist in the development and implementation of City and Department policies, goals, objectives, and priorities as well as recommend policy and ordinance revisions as necessary.

Prepare and administer Fire and Life Safety Division budget, based on Department and Division objectives.

Make presentations on fire and life safety matters before the City Council and other commissions, boards, and committees, as necessary.

Meet with and assist architects, engineers, contractors, and other stakeholders involved in development and construction activities where fire codes, ordinances, or standards may affect such activities.

Provide fire and life safety content training to City and Department personnel as well as the public.

Conduct and/or oversee fire investigations, determine origin and cause, and coordinate activities with law enforcement and other jurisdictions as necessary. May participate in fire investigation and duty chief on-call rotations.

Maintain complete and permanent records of Fire and Life Safety Division activities including plans reviewed, public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, and the cause of fires occurring within the city, and other necessary information.

Attend regional and state meetings of related agencies, as well as other relevant meetings and conferences to maintain current knowledge of regional affairs with impact to Fire and Life Safety activities. Stay current with code interpretations, fire investigation practices, and community risk reduction techniques.

Work outside of normal business hours may be required when acting as the Fire Investigator and/or Duty Chief. Respond to emergency incidents from home part of the Fire Department's executive staff during major incidents (i.e., wildfire, structure fire, etc.).

Maintain and implement the City's Community Wildfire Protection Plan.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervise and evaluate assigned employees. Assist and direct assigned employees on daily tasks and assignments. Maintain discipline through administration of policies and procedures, including issuing discipline to the level authorized in policy, and make effective recommendations to the Fire Chief on other related personnel actions. This position supervises personnel assigned to the Fire and Life Safety Division (Bureau), which currently includes 1 Full-Time Deputy Fire Marshal and 1 Full-Time Fire Inspector / Investigator. This position also provides technical support to operations personnel regarding code compliance matters and directs operations personnel during an incident's investigation phase.

### **QUALIFICATIONS**

Bachelor's degree or higher required, with emphasis in Fire Science, Public Administration, or related field preferred. Minimum three years' experience in fire prevention or community risk reduction, including experience in all the following required: fire investigation, code enforcement, plan review, and public education. Supervisory experience preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Colorado State Driver's License is required with an acceptable driving record.

International Code Council Fire Inspector 1 and 2 certifications are required. International Code Council and/or Colorado DFPC Fire Plans Examiner certification is required. This requirement may be waived for not longer than one year for demonstrable, extensive plan review experience.

A current fire investigator certification from the National Association of Fire Investigators (NAFI) or International Association of Arson Investigators (IAAI) is required, or the ability to obtain certification within one year.

NIMS certificates (100, 200, 700, and 800) are required within 90 days of hire. ICS-300 and ICS-400 certificates are preferred.

Blue Card Incident Command Qualification within 6 months of hire.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **LANGUAGE SKILLS**

Must be fluent in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, & decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Problem solving, including anticipation, analysis, diagnosis, and resolution.

### **OTHER SKILLS AND ABILITIES**

Knowledge of principles, methods, and practices of modern fire prevention management, fire suppression activities, investigation techniques, and wildfire mitigation practice. Knowledge of applicable Federal, State, and local laws, codes, and regulations. Learn and possess working knowledge of geography and street locations of Department response areas. Fire investigation procedures. Ability to evaluate programs, policies, and procedures; analyze Fire and Life Safety Division activities; and take effective action to improve Division operations or resolve problems. Understand, interpret, and apply information from documents such as operating instructions, policies and procedures, codes, architectural and technical plans, and safety rules.

Principles and practices of personnel management including training, performance evaluation, and conflict management.

Budget preparation and administration. Delivering effective presentations, both formal and informal, to various audiences. Business letter writing, basic memorandum and report preparation, and principles and procedures of record keeping.

Skill in effectively handling difficult or sensitive issues, using professionalism and an understanding of organizational culture and relevant laws and policies. Use of interpersonal skills in a tactful, patient, and courteous manner. Understanding of and ability to maintain confidentiality. Using initiative and independent judgment within established guidelines.

Maintain and establish effective and cooperative working relationships with Department and City employees, other public officials, and the public. Must be able to work effectively in a team environment. Adapt to changes in the work environment and to shifts in organizational philosophy and/or expectations. Conduct oneself in a professional manner as defined by City and Department policy. Perform effectively under stress while confronted with job-related emergency situations.

### **MATERIALS & EQUIPMENT DIRECTLY USED**

Employee will regularly utilize various computer equipment and software programs, including Accela, all Microsoft Office Suite Products, Outlook, MS Teams, etc. Employee will be assigned a city vehicle for use during work hours and if qualified as an Incident Commander / Duty Chief, the vehicle will be made available for take-home use. Employee will be assigned

personal protective equipment, including a self-contained breathing apparatus (SCBA) for use in IDLH environments. Employee may be assigned a cell phone or opt for a cell phone allowance in lieu.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, an employee is regularly required to talk and hear; use hands or fingers to handle and feel; and frequent use of the telephone and computer while communicating with internal and external customers; requires manual dexterity and visual acuity to operate personal computer or other standard office equipment, job site inspections and investigations. Employee may sit for several hours each day but will also need mobility and ability to stand and walk continuously for long periods of time. On occasion, the employee may be required to lift, push, or pull up to 75 pounds during a fire investigation. Work may occasionally require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

This position will require the employee to perform strenuous work, seldom for extended periods of time, while performing some or all the following:

Wearing a respirator or SCBA.

Wearing and/or carrying over 50lbs of protective clothing/equipment.

Climbing ladders or accessing small spaces for the purpose of inspection or investigation.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area will encompass a wide variety of settings including administrative duties in an office setting; occasional physical work outside, in poor weather conditions, in hazardous traffic areas, in and around structures that may be hazardous and/or unstable, and under unfavorable or unsanitary conditions, which may include smoke, particulate matter, carcinogenic substances, biohazards, and air and blood-borne pathogens. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required.

City of Golden is an Equal Opportunity Employer

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#### Agency

City of Golden

#### Address

911 10th Street

Golden, Colorado, 80401

#### Phone

303-384-8185

303-384-8000

#### Website

<http://www.cityofgolden.net>

### Fire Marshal Supplemental Questionnaire

#### \*QUESTION 1

The hiring range for this exempt position is \$114,390 - \$140,128. Are you comfortable with this range of pay?

Yes

No

#### \*QUESTION 2

Please select your highest level of education completed.

- High School or GED
- Associate's Degree or some college
- Bachelor's degree or higher in Fire Science, Public Administration, or related field
- Bachelor's Degree or higher in unrelated field
- None of the above

**\*QUESTION 3**

**Do you have a minimum of three years' experience in fire prevention or community risk reduction, including experience in all the following required: fire investigation, code enforcement, plan review, and public education?**

- Yes
- No

**\*QUESTION 4**

**Do you have supervisory experience?**

- Yes
- No

**QUESTION 5**

**If yes, please describe.**

**\*QUESTION 6**

**Do you possess an International Code Council Fire Inspector 1 and 2 certification?**

- Yes
- No, but can obtain within one year of hire and possess proven and extensive plan review experience.
- No, cannot obtain or does not have extensive plan review experience

**\*QUESTION 7**

**Do you possess a current fire investigator certification from the National Association of Fire Investigators (NAFI) or International Association of Arson Investigators (IAAI)?**

- Yes
- No, but can obtain within one year of hire
- No, cannot obtain

**\*QUESTION 8**

**Do you possess NIMS certificates 100, 200, 700, and 800?**

- Yes
- No, but can obtain within 90 days of hire
- No, cannot obtain

**\*QUESTION 9**

**Do you possess ICS-300 and ICS-400 certificates?**

- Yes
- No

**\*QUESTION 10**

**Do you possess a Blue Card Incident Command Qualification?**

- Yes
- No, but can obtain within 6 months of hire
- No, cannot obtain

**QUESTION 11**

Please describe any additional related certifications held or clarify any status on the certification requirements previously described.

**\*QUESTION 12**

Do you possess a valid driver's license and good driving record? A good driving record includes, but is not limited to, no suspension or revocation of license within the last three years and no conviction of a DUI, DUID, DWAI or any hit and run accident within the last two years.

Yes

No

\* Required Question