

OCCUPATIONAL GROUP: Public Safety

CLASS FAMILY: Fire Safety

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to provide protective services work in fire prevention, fire safety inspections, or arson/explosives investigations.

NEW LEVEL BEING DEVELOPED.

CLASS TITLE: Fire Safety Technician

DISTINGUISHING CHARACTERISTICS:

NEW LEVEL BEING DEVELOPED.

CLASS TITLE: Fire Safety Technician Senior

DISTINGUISHING CHARACTERISTICS:

CLASS TITLE: Assistant Fire Marshal-in-Training

DISTINGUISHING CHARACTERISTICS:

These positions are the trainee level in the Assistant Fire Marshal series. They work under the close supervision of a senior Assistant State Fire Marshal or other technical superior and are expected to acquire the work specific knowledge, skills, and abilities to perform site inspections and construction plan reviews to ensure buildings' compliance with the state fire code. Employees may work at this level until the training program is completed and the supervisor determines that the employee can function independently. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Participates in formal classroom and on-the-job training to develop familiarity with state and federal laws on fire safety inspection and/or arson/explosives investigation.
- Assists with fire safety inspections of schools, public and private health care facilities, correctional facilities; businesses and occupancies for compliance with fire safety codes; assists with follow-up inspections. Learns to determine adequacy of hallways, stairways and doors to allow safe exit from the building.
- Assists in assessing plan reviews of new construction and renovation projects; performs site inspections on new construction projects; advises verbally and in writing whether or not the plans meet the WV fire code requirements.

- Researches and responds to public, business, and government requests for fire code information.
- Assists in the preparation of written reports.
- Assists with fire investigations. Learns to search fire scenes for physical evidence. May make sketches and/or take photographs at fire scenes. Learns to employ electronic detectors to locate physical evidence. Assists with interviewing witnesses and suspects to obtain corroborative evidence.
- Assists in organizing and presenting classes on public fire safety education.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Learns to acquire knowledge of state and federal laws on fire safety inspection and/or arson/explosives investigation.
- Learns to acquire knowledge of fire safety inspection and/or arson/explosives procedures and techniques.
- Ability to critically examine plans, drawings, and specifications to determine compliance with fire codes.
- Ability to conduct fire safety inspections and/or arson/explosives investigations.
- Ability to identify and preserve evidence collected at fire scenes.
- Ability to present ideas clearly, both orally and in writing.
- Ability to maintain effective working relationships with property owners, public officials and fellow employees.
- Ability to make presentations and instruct various age levels.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four-year high school.

Experience: 2-4 years of full-time or part-time equivalent paid or volunteer experience in law enforcement, fire prevention.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Assistant Fire Marshal 1

DISTINGUISHING CHARACTERISTICS:

These positions are the entry-level in fire prevention and safety. They work to determine the causes of fires and explosions through site inspections and interviews. When fires or explosions are determined to be the result of arson, these employees may conduct a criminal investigation and have the authority to arrest those responsible. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts basic fire safety inspections of schools, public and private health care facilities, correctional facilities; businesses and occupancies for compliance with fire safety codes. Inspections include visual examination and testing of electrical systems, fire detection

systems, sprinkler and fire suppression systems. Determines adequacy of hallways, stairways and doors to allow safe exit from the building.

- Prepares written reports citing violations of code, nature of violations and explaining actions to be taken to correct violation; conducts follow-up inspections to determine if corrective actions have been taken.
- Investigates fires; searches fire scenes for physical evidence. May make sketches and/or take photographs at fire scenes. Employs electronic detectors to locate physical evidence. Interviews witnesses and suspects to obtain corroborative evidence.
- Cooperates with local, state and federal law enforcement agencies in collecting evidence, canvassing witnesses, making arrests and testifying in court
- May coordinate, organize, and present classes on public fire safety education.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state and federal laws on fire safety inspection and/or arson/explosives investigation.
- Knowledge of fire safety inspection and/or arson/explosives procedures and techniques.
- Ability to critically examine plans, drawings, and specifications to determine compliance with fire codes.
- Ability to conduct fire safety inspections and/or arson/explosives investigations.
- Ability to identify and preserve evidence collected at fire scenes.
- Ability to present ideas clearly, both orally and in writing.
- Ability to maintain effective working relationships with property owners, public officials and fellow employees.
- Ability to make presentations and instruct various age levels.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four-year high school or equivalent.

Experience: 2-4 years of full-time or part-time equivalent paid or volunteer experience in law enforcement, fire prevention.

Education & Experience Substitution: An Associate's or Bachelor's degree may be substituted for the required experience on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Assistant Fire Marshal 2

DISTINGUISHING CHARACTERISTICS:

These positions, at this level, have been determined to be capable of functioning independently as a representative of the State Fire Marshal. In addition to performing investigations of fires and explosions, these employees provide training to fire marshals, local fire inspectors, and both volunteer and paid firefighters. They are also responsible for conducting license checks of electricians, fire protections workers, and pyrotechnicians to ensure that their credentials have not expired. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts fire safety inspections of schools, public and private health care facilities, correctional facilities; businesses and occupancies for compliance with fire safety codes. Inspections include visual examination and testing of electrical systems, fire detection systems, sprinkler and fire suppression systems. Determines adequacy of hallways, stairways and doors to allow safe exit from the building.
- Prepares written reports citing violations of code, nature of violations and explaining actions to be taken to correct violation; conducts follow-up inspections to determine if corrective actions have been taken.
- Investigates fires of suspicious origin or those which involve loss of life. Searches fire scene for physical evidence. May make sketches and/or take photographs at fire scenes. Employs electronic detectors to locate physical evidence. Interviews witnesses and suspects to obtain corroborative evidence.
- Cooperates with local, state and federal law enforcement agencies in collecting evidence, canvassing witnesses, making arrests and testifying in court.
- Coordinates, organizes, and presents classes on public fire safety education.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state and federal laws on fire safety inspection and/or arson/explosives investigation.
- Knowledge of fire safety inspection and/or arson/explosives procedures and techniques.
- Ability to critically examine plans, drawings, and specifications to determine compliance with fire codes.
- Ability to conduct fire safety inspections and/or arson/explosives investigations.
- Ability to identify and preserve evidence collected at fire scenes.
- Ability to present ideas clearly, both orally and in writing.
- Ability to maintain effective working relationships with property owners, public officials and fellow employees.
- Ability to make presentations and instruct various age levels.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four-year high school or equivalent.

Experience: 4-5 years of full-time or part-time equivalent paid or volunteer experience in law enforcement, fire prevention.

Education & Experience Substitution: An Associate's or Bachelor's degree may be substituted for the required experience on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Assistant Fire Marshal 3

DISTINGUISHING CHARACTERISTICS:

CLASS TITLE: Field Deputy Fire Marshal

DISTINGUISHING CHARACTERISTICS:

CLASS TITLE: ~~Field Deputy~~ Chief Deputy Fire Marshal

DISTINGUISHING CHARACTERISTICS:

This position supervises a number of Assistant State Fire Marshals that are assigned to the field, as well as a clerical staff. The employee is responsible for managing one of the major programs within the State Fire Marshal's office, and collects and assists in the analysis of evidence in the most complex, controversial, or sensitive cases of suspected arson. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises Assistant State Fire Marshals within assigned division; reviews investigative activities and relevant support documentation to ensure proper completion and compliance with agency and legal requirements.
- Reviews inspection activities and documentation to ensure that buildings and hazardous material are being inspected with required frequency and are in compliance.
- Develops and delivers in-service training programs to students in the State Police Academy, fire department personnel and students of fire technology.
- Prepares narrative reports of inspection/investigative activities citing violations of applicable codes, standards/regulations.
- May conduct entry exit interviews with owners and occupants to discuss purpose, violations and appropriate courses of action.
- Conducts or assists in conducting investigations or inspections of a highly technical or sensitive nature.
- Assists local law enforcement agencies, fire departments and state and federal agencies in coordination of investigative or inspection activities and in interpretation of code requirements and on appropriate measures to correct violations.
- Conducts orientation and on-the-job training for Assistant Fire Marshals.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fire safety principles.
- Knowledge of federal and state laws and regulations on fire safety.
- Knowledge of fire inspection procedures and techniques.
- Knowledge of modern methods and equipment used to prevent and control fire.
- Ability to plan and direct the work of employees engaged in arson investigation or fire safety code enforcement.
- Ability to present ideas clearly and concisely both orally and in writing.
- Ability to maintain effective relationships with property owners, public officials and the general public.

MINIMUM QUALIFICATIONS:

Education: An associate degree in fire science technology from an accredited college or university.

Experience: 5-6 years of full-time or equivalent part-time paid or volunteer experience in fire prevention or fire safety, including one year's experience as an Assistant Fire Marshal 2 or its equivalent.

Education & Experience Substitution: A Bachelor's degree from an accredited college or university may substitute for up to 2 years of experience, not including the one year's experience as an Assistant Fire Marshal 2.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: State Fire Marshal

DISTINGUISHING CHARACTERISTICS:

DRAFT