

**EAST FORK FIRE PROTECTION DISTRICT  
JOB DESCRIPTION**



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**JOB TITLE:** Deputy Fire Chief/Fire Marshal  
**DIVISION:** Prevention/Support Services  
**REPORTS TO:** Fire Chief

**FLSA:** Exempt  
**APPROVED:** May 18, 2015  
**REVISED:** October 18, 2022

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**POSITION SUMMARY:**

Responsible for coordination, planning and direction of the District's Fire Prevention Bureau to include: Code Enforcement, Fire Investigations, Fire Inspections, Public Education, Commercial Plan Reviews, and Fuels Management Programs.

**ESSENTIAL FUNCTIONS:**

- Develops and implements goals, objectives, policies, procedures, and work standards for assigned areas/programs; assists in coordinating the preparation and administration of the annual budget in assigned areas of responsibility; plans, organizes, administers, reviews, and evaluates the activities of staff directly and through subordinate managers and supervisors.
- Manages Fire Prevention Bureau staff, activities of Code Enforcement, Fire Investigations, and Construction/Fire Inspections functions.
- May be required to prepare specifications, bids, contracts, and inspections related to the purchase of apparatus, support vehicles, and special equipment used by the District.
- Responsible for the management and implementation of the Community Wildfire Protection Plan.
- Participated and provides education regarding fire adaptive communities and homeowner associations.
- May be required to oversee the preparation of or prepare the design, specifications, bids, contracts, and project management related to the construction of the District's facilities and capital improvement projects.
- Manages staff and activities of Warehouse and Support Services functions.
- Manages fuels management programs; bidding of projects, overseeing contractors, working with and educating the public, budget, and management reporting.
- Serves as the District's official Public Information Officer as assigned and assists with the management of large-scale and complex incidents; may act as Interim District Chief as required or assigned. Coordinates emergency response efforts with other jurisdictions and agencies.
- On a rotational basis, works as the District's weekly Duty Officer.
- Manages open burning program; develops fire regulations in accordance with NRS 474 and prepares the necessary documents for Board consideration and adoption;

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- provides reports and training to District staff regarding the enforcement of ordinances; Issues stop orders and formal citations; conducts fire investigations and provides support of prosecution and restitutions efforts.
- Conducts inspections in support of fire prevention efforts.
  - Manages Knox Box program; develops and implements policies and directives, conducts purchases, provides training for staff, researches new products, coordinates installations and repairs, and manages the relevant budget.
  - Perform duties of building/fire plans examiner as required.
  - Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
  - Responsible for safeguarding District assets.
  - Other duties as assigned. May oversee or be assigned to major functional areas of the District, including but not limited to: support services communications, information technology, facilities maintenance.
  - Contributes to the overall quality of the District's service provision by developing and coordinating work teams, and by reviewing and recommending improved policies and procedures.
  - Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with the community and professional organizations, other fire agencies, state agencies and offices, federal agencies, and other service organizations.

*Note: Duties listed are not all inclusive of the duties to be performed.*

#### **QUALIFICATIONS:**

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.

#### **Education and Experience:**

Bachelor's Degree in fire science, fire engineering, business or public administration, or a related field; AND seven (7) years of progressive experience in the area of fire prevention, public education, plan reviews, and fire investigation, OR an equivalent combination of education, training and experience as determined by the District Fire Chief. Minimum five years related management and supervisory experience at or above the level of Battalion Chief.

#### **Required Knowledge and Skills**

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, ordinances, rules, and regulations.
- Principles and practices of fire safety, inspection, and investigation techniques.
- Correct business English, including spelling, grammar and punctuation.

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- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful.
- Strong background in strategic planning and management.

Skill in:

- Planning, organizing, and administering assigned functions in a comprehensive fire suppression and prevention, emergency medical response, and hazardous materials control system.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state, and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Taking effective action in emergency situations.
- Conducting harmonious discussions with property owners and the general public and persuading them to comply with desired courses of action.
- Enforcing laws, ordinances, and regulations with firmness, tact and impartiality.
- Performing residential and commercial inspections.
- Reading and interpreting plans and specifications.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Class C driver's license with "F" endorsement (or ability to obtain within 6 months of employment) and acceptable driving record.
- National Fire Protection Association 1021 Fire Officer III Certification, or equivalent as determined by the Fire District (or ability to obtain within two years of employment). Certification as a Plans Examiner
- Certification as Fire Inspector II
- Certification as a Public Information Officer or the ability to attain within one year of employment.
- Ability to attain State Fire Marshal Deputy status within one year of employment.

## **PREFERRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

- Completion of National Fire Academy Executive Fire Officer (EFO)

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

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

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested; regularly lift up to 50 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

**CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint-based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*
4. *I understand that all offers of employment will be in writing.*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_