

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>FR64</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>7704</b>
<b>PG:</b>	<b>509</b>
<b>EEO:</b>	<b>3</b>

**CLASSIFICATION TITLE: ASSISTANT FIRE MARSHAL**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform responsible technical and administrative work involved in the inspection and enforcement of fire related regulations and codes, promoting public education regarding fire prevention, and conducting fire investigations in support of the City's fire fighting and rescue efforts. Provides assistance to the Fire Marshal in managing the daily operations of the Fire Prevention Division.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Conducts inspections of new, existing, and/or under construction buildings and businesses to ensure compliance with applicable fire codes and regulations; conducts follow-up inspections as required.

Issues court citations for uncorrected violations, testifies in court for issued citations and recommends closing of business or construction sites for violations.

Receives and reviews various reports and documents for completeness, accuracy and content including lab reports, inspection reports, architectural drawings, criminal history reports, insurance forms, fire incident reports, inspection reports, material test certifications and technical reports.

Teaches structured educational programs in various age groups and civic organizations.

Conducts investigations of fires to determine origin and cause; searches fire scene to gather, tag, log and maintain chain of evidence; takes photographs and prepares drawings as required; interviews witnesses and suspects; takes written statements; prepares written report detailing all information related to the fire for use in future litigation and public record; assists in the apprehension and prosecution of suspects; testifies in court as expert witness in fire investigations.

Establishes relationships with the public and business owners to promote positive public relations for the department; performs home fire safety inspections on request.

Responds to fire, rescue and/or emergency medical emergencies when available or as directed; engages in all aspects of fire suppression and emergency medical operations, drives emergency vehicles to the scene.

Trains new employees and firefighters in fire prevention techniques and services; instructs firefighters in the operation of the Fire Marshal's office; assists with training new inspectors in their job duties.

Attends training programs and seminars to update and maintain knowledge and skills and meet State requirements.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, drafting equipment, and other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software utilized within the department.

Utilizes various fire fighting and emergency response equipment including fire apparatus, Jaws of Life, chain saws, air compressor, vent fan, weapons, hydrocarbon detectors, Self Contained Breathing Apparatus and related equipment.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Must be a Certified Georgia Firefighter with three (3) to five (5) years of experience or GA POST Certified Peace Officer\*. Must possess and maintain a valid Georgia driver's license and current CPR card. Certification as a Fire Inspector, Fire Investigator, Fire Safety Educator, and/or POST Certification is preferred. Must be able to pass an extensive background investigation, polygraph, and psychological evaluation.

\*POST Certified Peace Officers must be able to complete the GA Firefighter Certification Course within 12 months of employment, pending class availability.

## **PERFORMANCE APTITUDES**

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Must have a comprehensive knowledge of principles, practices and techniques of fire prevention, support services and suppression. Must have comprehensive knowledge of practices and procedures for Code enforcement, fire/arson investigation, interviewing techniques and fire prevention programs. Must understand and have the ability to interpret Federal, State, and local fire regulations, ordinances, and laws, including arson laws, Fire Prevention and Life Safety Codes, and applicable Standard or International Codes. Must have a thorough knowledge of the geography of the City and the location of streets, principal buildings, and fire hydrants. Must have a solid understanding of principles, practices and procedures of modern fire fighting, fire prevention, fire personnel training, and emergency medical methods.

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50-100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Administrative essential functions are regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*