



DEPARTMENT OF

# FIRE

## Deputy Fire Marshal I

**Salary:** \$55,895 - \$ 60,503

**Type:** Full Time

**Benefits:** Full Benefits

**Closing Date:** Open Until Filled

### About Fire

The Salisbury Fire Department strives to ensure the health, safety, and well-being of our community by providing prevention and mitigation of fire and life safety hazards in an effective and efficient manner. Our Core Values are honesty, integrity, teamwork, and a commitment to excellence, knowledge, creativity, respect, and a balanced life.

### Profile

Under direction of the Fire Marshal, the Deputy Fire Marshal I enforces the fire laws and fire codes through inspections, plan reviews, and fire origin and cause investigations.

Deputy Fire Marshal I, performs these tasks under close supervision and at times with complete independence, depending on the complexity of the specific duty being performed.

Regularly on-call and required to be available to respond to calls 24 hours per day, 7 days a week, as necessary.

### Preferred Education

Thirty (30) College credits towards a degree in fire science, public or business administration, or a related field (equivalent experience/education will be considered).

### Preferred Experience

Three (3) years of experience in fire mitigation, prevention, or law enforcement.

### Requirements/Certifications

Must pass a drug screening/background investigation.

Fire Inspector I and Fire Investigator Certification (within 18 months of employment).

Police Officer Certification, as required by the Maryland Police and Correctional Training Commission (Preferred).

### How to Apply

**1 Visit [salisbury.md/apply](https://salisbury.md/apply)**

**2 Submit City application, cover letter, and resume**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

the capital of the **eastern shore**

# City of Salisbury, MD

## Classification Description

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Classification Title: Deputy Fire Marshal I (Lieutenant)

Grade: 5 (FPP)

Department: Fire

FLSA Status: NE

Date: 2/2/24

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**Position Profile:** Under direction of the Fire Marshal, the Deputy Fire Marshal I enforces the fire laws and fire codes through inspections, plan reviews, and origin and cause investigations. Deputy Fire Marshal I, performs these tasks under close supervision and at times with complete independence, depending on the complexity of the specific duty being performed. Regularly on-call and required to be available to respond to calls 24 hours per day 7 days a week, as necessary.

### **Duties and Responsibilities**

#### **Administration/Task Completion**

- Assess progress and performance in achieving established goals for the department and the Fire Marshal's office.
- Generates correspondence and reports related to plan reviews, inspections and investigations.
- Explains and interprets codes to builders and developers.
- Prepare and present evidence and testimony in criminal and civil court.

#### **Skills Proficiency/Technical Aptitude**

- Inspects public, commercial and residential structures to ensure compliance with jurisdiction, state and federal fire codes and ordinances.
- Conducts plan reviews for all types of fire protection systems and construction. Insures code compliance and recommends alternative compliance measures.
- Conduct origin and cause investigations.
- Enter buildings and other structures, which contain immediate hazardous conditions to life and safety in order to identify, collect and submit physical evidence of origin and cause of a fire.
- Question witnesses and suspects and conduct surveillances.

#### **Leadership/Role Model**

- Participates in the Fire Department's public education and public information programs;
- Attend and participate in assigned meetings, workgroups, boards, and committees.

#### **Stewardship/Resources**

- Issues fines and citations for fire and life safety code violations.
- Enforce all laws of the State, County, and City that relate to the prevention of fire; the storage sale and use of explosives, combustibles, or other dangerous articles, in solid liquid or gaseous form; the installation and maintenance of all kinds of equipment intended to control, detect, or extinguish fire; and the suppression of arson.

#### **Development/Professional Development**

- Recommends, creates and evaluates policy and procedures for inspections, plan reviews and investigations.

- Assist in developing, knowing, implementing, following, and enforcing all city and departmental policies, rules, regulations, and general orders.

### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

### **Hazards & Risks**

- Incumbents may be subjected to communicable diseases, blood borne pathogens or other infectious environments.
- Incumbents may be required to work extended hours including evenings, weekends and holidays.
- Required to be on-call after normal duty hours and respond to major emergencies as assigned.

### **Education and Experience**

- Thirty (30) college credits towards a degree from an accredited college or university with major course work in fire science, public or business administration, or a related field. (Equivalent experience/education may be considered.)
- Three (3) years of experience in firefighting and completion of a basic firefighter course.

### **Required Certifications, Licenses, & Registrations**

- Police Officer Certification as required by the Maryland Police and Correctional Training Commission (preferred).
- Fire Inspector I Certification (must obtain certification within eighteen (18) months of appointment).
- Fire Investigator Certification (must obtain certification within eighteen (18) months of appointment).
- NIMS 100 & 700 (must obtain within one (1) year of hire).
- Valid Class "C" motor vehicle license of state in which the employee resides.

### **Knowledge, Skills, & Abilities**

- Knowledge of fire laws, ordinances, regulations, and fire prevention methods;
- Ability to understand and follow oral and written directions as well as the ability to administer the same.
- Knowledge of fire prevention techniques.
- Ability to perform inspections and detect violations of applicable codes and regulations.
- Ability to read and interpret codes, regulations, technical reports and building plans.
- Knowledge of office procedures and methods including computer equipment and supporting word processing, database and spreadsheet applications and the ability to apply the same.
- Ability to clearly and concisely write special reports and make both oral and written presentations to department personnel, other officials, and community groups;

- Ability to properly interpret and make decisions in accordance with laws, regulations, and policies.
- Ability to prepare clear and concise work records and reports.
- Knowledge of the City of Salisbury Fire Department Standard Operating Procedures and Policies and the City of Salisbury Employee Handbook.
- Current knowledge of fire investigation techniques and standards.

#### **Physical Requirements**

- Must be able to safely perform the duties of the position without posing a threat to the safety or health of themselves or others.
- All candidates and incumbents are required to successfully pass a pre-employment/ membership medical evaluation.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine.
- Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
- Able to work in an outdoor environment subject to extremes in temperature; inclement weather and exposure to dust, fumes, and loud noises.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.