



Informational Bulletin

Captain – Fire Marshal Vacancy

Date: July 12, 2018

Number: 18.020

Effective Date: July 12, 2018

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

The department is seeking interested individuals to fill the newly established position of Captain - Fire Marshal. The requirements and job description are attached to the bulletin and also available in the ePortal. All individuals interested in being considered for the Captain - Fire Marshal position must complete the application process through the ePortal by the closing date posted, July 25, 2018. All required documentation to demonstrate eligibility is to be entered in the ePortal application.

In addition to the ePortal application process, individuals should submit a letter of interest and resume electronically to Assistant Chief Ciarrocca at mark.ciarrocca@fauquiercounty.gov prior to 1700 hours on July 25, 2018. Please clearly provide specific information as to how you satisfy each requirement.

The selection process will include an interactive panel interview, resume review and work history review. Thank you for your interest.

Questions regarding this bulletin should be directed to Assistant Chief Ciarrocca.

CAPTAIN - FIRE MARSHAL

PS14

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible protective service work performing inspections and plans reviews in accordance with the statewide Fire Prevention Code as adopted by Fauquier County. Conducts/coordinates fire cause and origin investigations and serves as the liaison to the FCSO Fire Investigators. Exercises supervisory duties as needed. May be required to provide fire suppression, emergency medical care and response to hazardous materials incidents; does related work as required. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responding to emergency fire, medical related situations and hazardous materials incidents; providing entry, suppression and rescue services; maintaining equipment and facilities; continuing training and instruction; responding to fires, explosions and hazardous materials incidents to determine cause, locate responsible parties, and enforce applicable laws.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees investigation of accidental and criminal initiated fires, hazardous materials incidents, bombings, explosions, and threats to commit such offenses, and other violations of criminal law; provides direction and support in active investigations from initial scene examination to courtroom testimony; reviews case files prior to submission to Commonwealth's Attorney; reviews search warrant affidavits before submission to magistrate; manages case filing and photograph filing systems; conducts internal investigations as directed by the Fire Chief.
- Prepares division budget, reports and proposals as directed by the Fire Chief.
- Serves as the assistant Fire Code Official and technical assistant to the Building Official.
- Manages the development of new and revised programs and activities that effect improvements in fire prevention and/or emergency operations.
- Serves as liaison between the Fire Marshal's Office, Fauquier County Sheriff's Office and the Commonwealth Attorney's Office, Circuit Court, General District Court, Juvenile and Domestic Relations Court; Juvenile Court Services; and Magistrate's Office.
- Oversees the performance of code enforcement and public building inspections for compliance with the statewide fire prevention code, and hotel/motel, institutional, and assembly use inspections.
- Responds to calls to provide emergency medical assistance and basic life support emergency medical care; rides on ambulances in response to emergency calls and in the transport of patients to or from a medical facility.
- Provides emergency medical care to critical ambulance patients in accordance with regional and local medical protocols and/or on-line medical control upon approval and direction of medical director and/or hospital-based physician/medical control physician.
- Responds to fire alarms; operates fire pumps; fights fires; performs rescues; lifts, carries, drags, lays, and connects hose lines and appliances; assists in loading and unloading ladders; performs salvage and overhaul operations; directs traffic and establishes safety zones.
- Responds to incidents involving hazardous materials; initiates requests for appropriate assistance; may provide emergency decontamination and/or treatment to contaminated victims.
- Performs physical fitness training; participates in a continuous training program to improve competence in firefighting, medical clinical work and in rescue vehicle service and operation.
- Inspects and tests fire apparatus and ambulances and their emergency equipment; maintains proper inventory of equipment and supplies for County EMS and fire units; cleans and sanitizes equipment; ensures that equipment is in proper and good working order; assists in cleaning and maintaining fire station and grounds.
- Completes and maintains accurate records, forms, and reports for various administrative, operational, and training activities.
- Provides direction and supervision to assigned staff; evaluates, approves timesheets, and conducts certification training.
- Performs pre-planning; makes on-site inspections of businesses and residences; performs data entry and formulates a pre-incident response plan.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires extensive knowledge of fire prevention, code enforcement, and investigation and control techniques, rules of evidence, laws pertaining to search and seizure, and civil and criminal statutes related to the performance of the duties of the Fire Marshal's Office; thorough knowledge of fire suppression principles, practices, apparatus, equipment, and various extinguishing agents, and police policies and procedures including investigations; and general knowledge of emergency medical principles, practices, apparatus, and equipment. Must be able to understand and accurately interpret the Statewide Fire Prevention Code and Uniform Statewide Building Code. Requires considerable skill in the collection and analysis of evidence, questioning, and interviewing techniques, and the organization and preparation of clear and concise reports.

EDUCATION AND EXPERIENCE:

High School Diploma/GED; one year career experience with the Department as a Lieutenant or any combination of experience totaling five years as a career Firefighter/EMT, with at least two years as a fire marshal or the equivalent. Career experience is defined as being employed by a public fire and rescue organization on a full-time basis. Must also have completed a course in English from an accredited institution of higher learning.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. Must have the ability to pass physical requirements following the NFPA 1582 standard.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Firefighter II, HazMat Operations, EMT, Officer II, EVOC I/II/III, Driver/Pump Operator, VDFP HTR module 1, and IS 100, 200, 300, 400, 700 and 800 certifications. Possession of NFPA 1031 and 1033 certifications as well as successful completion of DHCD Core and Advanced Core (within 12 months of appointment). Must meet and maintain minimum qualifications and certifications for position as established by the department.