



CLASS SPECIFICATION

Class Code: 17303
Date Est: 11/2011
Last Rev: 10/2025
Last Title Chg:
FLSA: Exempt
Probation: 12 Months

FIRE MARSHAL

DEFINITION

Under general direction of the Fire Chief, this position is responsible for planning, organizing, and directing all Fire Prevention Division activities. The Fire Marshal assumes administrative duties and provides highly responsible and complex staff assistance to the Fire Chief. This role encompasses all activities involving community risk reduction, including fire prevention, code enforcement, fire investigations, plan review of new and existing construction, and public education programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An Associate's degree from an accredited college or university with a major in Fire Science, Public Administration, Business Administration, Fire Technology, or a closely related field AND a minimum of five (5) years of progressively responsible fire prevention experience in an all-risk career fire department of comparable size, including fire inspection, investigation, and plan review, to include at least three (3) years of senior-level supervisory or administrative responsibility; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Required at time of application:

- A valid driver's license.
- International Code Council (ICC) Fire Inspector I and Fire Inspector II certification.
- International Code Council (ICC) Fire Plans Examiner certification.
- Fire/Arson Investigator Certification from a recognized body (NFPA, IAAI, NAFI, or Nevada State Fire Marshal)

Required at time specified below:

- International Code Council (ICC) Fire Code Specialist certification, within six (6) months of appointment.
- Certified Fire Marshal (CFM) credential from the ICC or Center for Public Safety Excellence (CPSE), within two (2) years of appointment.

DISTINGUISHING CHARACTERISTICS

This position differs from Fire Prevention Inspectors and Fire Investigators in both scope and authority. The Fire Marshal is a senior management classification responsible for directing and overseeing all activities of the Fire Prevention Division, including supervision of inspection, investigation, and public education staff. While inspectors and investigators perform field-level enforcement and technical duties, the Fire Marshal provides strategic leadership, establishes division policies, and ensures consistency in code enforcement and community risk reduction efforts District-wide. The incumbent exercises independent judgment and administrative authority in setting program goals, managing personnel and budgets, interpreting fire codes, and representing the District in complex interagency and public matters related to fire prevention, investigation, and life safety.

SUPERVISION EXERCISED

Exercises direct supervision over paraprofessional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Manage and direct all services and activities of the Fire Prevention Division, including inspections, enforcement, and fire prevention programs.
- Direct and oversee the District's fire prevention, inspection, code enforcement, and investigation programs to ensure consistent application of local, state, and national fire and life safety standards. Provide leadership and technical guidance to staff performing field inspections and fire scene investigations; review findings, ensure accurate documentation, and recommend corrective or preventive measures to reduce community risk.
- Develop and implement division-wide goals, objectives, policies, and operational priorities in alignment with District strategies; identify resource needs and recommend improvements in service delivery.
- Establish, administer, and continuously evaluate policies and procedures to ensure compliance with applicable codes, standards, and regulations.
- Select, lead, and develop supervisory, technical, and support staff to ensure effective performance, morale, and accountability.
- Provide strategic oversight of division operations through subordinate supervisors; establish priorities, set performance expectations, and monitor progress toward individual and organizational goals.
- Conduct evaluations, interpret District policies, and foster staff growth through coaching, feedback, and professional development initiatives.
- Establish through District policy, appropriate service and staffing levels; monitor and evaluate efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement, direct and implement changes.
- Participate in the development and administration of the division budget; provide a forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriately and necessary.
- Inspect facilities to ensure compliance with applicable fire and life safety codes and standards.
- Conduct plan reviews to ensure that the final construction and installation comply with state and local codes and nationally recognized standards.
- Develop and implement procedural methods and practices for conducting inspections, investigating incidents and related activities as required; provide staff with continued technical support and training as required.
- Oversee and direct fire prevention education programs and specialized educational programs for the public to discourage arson, eliminate fire hazards in homes and buildings and that stress safety, review and assess available education programs.
- Represent the District in coordination with county departments, elected officials, community organizations, and external agencies. Serve as the District's primary liaison on matters related to fire prevention, investigation, and life safety. Consult with architects, engineers, builders, and developers on fire protection requirements; provide technical and policy guidance; and support the Fire Chief and executive leadership in communicating prevention programs and initiatives to internal and external stakeholders.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties consistent with the scope and intent of this position.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Management and leadership principles and methods
- Principles, practices, and techniques of progressive fire administration including organization, administration, budget preparation and controls, program planning, implementation and administration, and staff management training.
- State and local laws, codes, ordinances, and statutes related to fire prevention and control
- The District standard operating guidelines, rules, regulations, administrative policies, and operational procedures

- Interacting agencies and their resources
- The mission, vision, and values of the Truckee Meadows Fire Protection District
- Principles and practices of community risk assessment, wildland urban interface mitigation, fire inspection and prevention, building construction and utility installations
- The physical sciences as they relate to the fire service and fire behavior, including chemistry and physics.
- Basic supervisory principles, procedures, methods and techniques
- Emergency scene safety considerations.

Ability to:

- Plan, organize, direct, and evaluate the work of Fire Prevention Division staff; establish performance standards and goals; provide coaching, mentorship, and professional development opportunities to support high levels of performance, accountability, and teamwork.
- Delegate authority and responsibility.
- Direct and manage operations, services and activities of the Fire Prevention Division.
- Interpret and explain Fire District operations, prevention and emergency medical policies and procedures.
- Conduct training on fire prevention.
- Make sound decisions in accordance with laws, regulations and policies.
- Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.
- Identify and respond to community and Board of Fire Commissioners issues, concerns, and needs.
- Develop and administer division goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Coordinate multiple projects and complex tasks simultaneously.
- Develop creative and practical solutions to complex and difficult problems.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Work in a team-based environment and establish common goals.
- Meet the physical requirements to safely and effectively perform the assigned duties.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

- Work is performed in a combination of a standard office setting and in hazardous field environments. This includes exposure to stressful and inclement situations such as active fire scenes, unstable structures, hazardous materials, smoke, fumes, gases, and extreme noise.
- Essential functions require the physical ability to walk and stand for prolonged periods; frequently stoop, bend, kneel, crawl, and climb ladders; and perform light lifting. The role requires the ability to perform sustained and vigorous activities in a variety of environmental conditions.
- Must maintain effective audio-visual discrimination and perception, with corrected hearing and vision to a normal range, necessary for making observations, communicating effectively, and operating vehicles and equipment.
- Subject to emergency recall and may be required to work extended or irregular hours, including nights, weekends, and holidays.
- Must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.
- All licenses and certifications are required to be kept current and maintained for continued employment.

- Must pass a pre-employment, job-related medical examination, which may include a physical agility test. Incumbents must pass an annual medical examination to maintain employment and must maintain a level of physical fitness required to safely perform the essential functions of the position.
- Will be required to undergo a background investigation prior to being considered for employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.