

## **Campbell County Job Description**

**Job Title:** Deputy Director I (Fire Marshal)  
**Department:** Public Safety  
**Reports To:** Director of Public Safety  
**Grade:** 21  
**FLSA Status:** Exempt-Administrative  
**Prepared By:** Public Safety Committee  
**Prepared Date:** January 7, 2010  
**Revision Date:**  
**Approved By:** *R. David Laurell*  
**Approved Date:** February 22, 2010

### **SUMMARY**

Under the general supervision of the Director of Public Safety, performs diversified administrative and technical duties and responsibilities demanding the use of numerous and various types of procedures. Problems encountered are routine to difficult in nature.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provides coordination and assistance to the Campbell County volunteer fire companies and volunteer personnel;  
Acts in the capacity as the County Fire Marshal;  
Responds to citizen inquiries relating to fire service delivery, recruitment needs and educational programs;  
Responds and provides on scene assistance as needed to emergency incidents in Campbell County;  
Serves as the primary staff representative to the volunteer fire companies in Campbell County;  
Coordinates and assists with EMS and fire activities within the County;  
Makes written recommendations concerning the Department's fire program;  
Prepare reports of events and statics relative to fire and rescue as needed;  
Administratively coordinates and facilitates the needs of County's fire companies;  
Prepares a calendar of programs and events relative to emergency services education;  
Coordinates and prepares fire education messages for release to available media avenues;  
Drives and operates emergency equipment, as needed;  
Assists with the development and provides oversight of blanket services such as procurement and equipment maintenance which is determined to be beneficial to the Public Safety services within the County;  
Provides fire training to schools, organizations, the public, and other fire personnel as needed;  
Serves as a resource to the County Building Official in the application of NFPA, State and County Codes as they relate to fire and safety issues;  
Acts in the capacity as County Hazmat Officer providing coordination and oversight of Hazmat incidents;  
Identifies recruitment, retention and educational needs for volunteer fire personnel;  
Prepares reports of events and statistics relative to fire education programs;  
Works with other County departments, agencies and civic groups to increase awareness and recruitment, enhance and foster fire service image in the community;  
Attends functions, meetings and events as an official Public Safety representative.

### **SUPERVISION EXERCISED**

Supervises directly up to five (5) employees doing routine work.

### **EDUCATION DESIRABLE**

Requires Bachelor's degree in Public Administration, Fire Science, EMS, Communications, or Business Administration;

Related advanced education in the fire, rescue, or law enforcement field;  
Additional education and/or training may be substituted where applicable.

**EXPERIENCE**

Requires four (4) years experience in related field;  
Requires two (2) years supervisory experience.

**INTERPERSONAL CONTACTS**

Interpersonal contacts both within and outside the organization which requires considerable tact and persuasion to obtain consent or approval.

**RESPONSIBILITY & ACCOUNTABILITY**

The position has frequent exposure to risk situations; the impact of the incumbent's decision(s) has a moderate effect on the operation of the organization.

**WORK ENVIRONMENT**

The worker may be exposed to extreme danger with potential for bodily injury or even death due to acts of aggression on the part of others or to exposure to disasters such as fires, explosions, etc.

**PHYSICAL DEMANDS**

The work requires some physical strain. The employee must occasionally lift and/or move up to 25 pounds.

**OTHER SKILLS/ABILITIES**

Requires extensive knowledge of fire fighting techniques;  
Must be able to perform investigations with accurate reports and records which may be utilized in litigation and court proceedings.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess certifications as Firefighter II;  
Must possess Hazmat Operations certification;  
Must possess EVOC certification;  
Requires completion of National Incident Management System IS-700 and IS-100 within 90 days of employment;  
Requires completion of National Incident Management System IS-200 and IS-800.b within 120 days of employment as well as ICS-300 and ICS-400 within 18 months of employment (based on availability of scheduled classes);  
Must be a certified VA Fire Investigator and Inspector or be certified within 18 months of employment;

**QUALIFICATIONS DESIRABLE**

General knowledge of radio systems in relation to emergency services and Enhanced 9-1-1 telephone operations;  
Virginia Department of Emergency Management Certified Emergency Management Assistant certification;  
Certified Fire Instructor III;  
FEMA Professional Development Series certification;  
FEMA Advanced Professional Series certification.