



Title	Deputy Fire Marshal
Type	Appointment or Promotion
FLSA Status	Exempt
Classification	Sworn, Safety-Sensitive Position
Work Schedule	<i>Monday - Thursday 40 Hours a Week</i>
General Purpose/Description	The Deputy Fire Marshal oversees fire prevention, inspections, investigations, and public education programs to reduce fire risks and ensure compliance with fire codes. This position also manages volunteer programs and community outreach efforts to promote fire safety awareness.
Supervision	Manages and directs other employees, providing coaching, mentoring, and direction to subordinate staff.
Essential Functions	Manages fire inspections, investigations, community risk reduction, and public education programs. Conducts fire protection system and building plan reviews to ensure compliance with fire codes. Performs life safety inspections during construction and as part of ongoing safety programs. Investigates fire causes and origins, collaborating with law enforcement and regulatory agencies. Oversees fire prevention outreach, including community education, training, and safety events. Supervises and trains personnel, volunteers, and outreach program participants. Identifies hazardous materials risks and ensures businesses comply with safety regulations. Maintains records, prepares reports, and ensures compliance with reporting requirements. Assists with budget planning and resource management for assigned program areas. Serves as an on-call investigator for fire-related incidents in both urban and rural settings.
Minimum Qualifications	Associate's degree Five (5) years of full-time experience in fire suppression, investigation, prevention, emergency management, public education, or a related field. Certification as Arizona Fire Inspector I (or equivalent) with Arizona Certification within one (1) year of hire. Certification as an Arizona Fire Investigator I and II (or equivalent), or be able to obtain it at the first available opportunity.

Knowledge, Skills, and Abilities

Knowledge of fire prevention principles, fire codes, and emergency response procedures. Knowledge of hazardous materials regulations, fire investigation techniques, and evidence collection. Knowledge of volunteer management, public outreach strategies, and community risk reduction programs.

Skill in conducting inspections, fire investigations, and safety plan reviews.

Skill in developing and delivering public education programs.

Skill in data analysis, budget planning, and program management.

Ability to lead, supervise, and mentor assigned staff and volunteers.

Ability to analyze fire safety risks and implement appropriate prevention measures.

Ability to maintain accurate records and prepare detailed reports.

Ability to collaborate with other agencies and community organizations.

Ability to communicate effectively in both written and verbal formats.

Ability to adapt to changing fire prevention and investigation challenges.

Preferred Qualifications

Certification as Arizona Fire Inspector II (or equivalent).

Certification as ICC Fire Plans Examiner (or equivalent).

Certification as Arizona Fire and Life Safety Educator I (or equivalent).

Advanced fire investigation training through IAAI (Fire Investigator III, IV).

Special Requirements

Must be eighteen (18) years of age or older at the time of hire.

Must possess a valid Arizona driver's license and meet Authority insurability requirements. Must be able to read, write, and speak English fluently.

Must complete continuing education as needed to maintain certifications.

Must be available for on-call fire investigations in rural and urban settings.

Tools and Equipment Used

Equipment: Fire apparatus, investigation tools, iPlan table, cameras, personal protective equipment (PPE), and safety gear. .

Software: Fire records management, data analysis programs, Microsoft Office Suite, Imagetrend, and Brycer.

Communication Tools: Radios, telecommunication devices, and public information systems.

Physical Demands and Environment

Heavy work environment.

Use of respirator and SCBA as part of the job requirements

Continuous indoor and outdoor work with heavy exposure to extreme heat or cold, extreme physical, ergonomic, and/or emotional hazardous environment.

Work requires lifting fifty (50) pounds and wearing protective equipment; exposure to extreme weather, noise, hazards; requiring climbing, crawling, lying, bending, and kneeling.

Work may be performed in confined spaces, at heights, and in unpredictable emergency environments, ambulances, healthcare facilities, and outdoor emergency settings.

Potential exposure to infectious substances, chemicals, and airborne contaminants.

Work involves high-stress emergency situations with frequent interruptions.

Expected Behavior

Upholding fire safety standards and community risk reduction initiatives. Fostering teamwork, communication, and collaboration across agencies. Leading by example and maintaining the highest ethical standards.

Promoting a culture of safety, education, and community engagement.

Adapting to changing environments and handling emergency situations effectively.