



## CITY OF BLACK HAWK EMPLOYMENT ANNOUNCEMENT External

**POSITION:** FIRE MARSHAL  
**DEPARTMENT:** FIRE  
**REQUISITION #:** 1109 – 1 OPENING  
**STATUS:** FULL-TIME; EXEMPT;  
TWELVE (12) MONTH-INTRODUCTORY PERIOD  
**SALARY RANGE:** \$111,280 - \$114,663 / ANNUAL  
**HIRING SALARY:** \$111,280 - \$127,972 / ANNUAL  
**WORK SCHEDULE:** MONDAY – FRIDAY 8:00 AM TO 5:00 PM  
**OPENING DATE:** WEDNESDAY, DECEMBER 15, 2021  
**CLOSING DATE:** OPEN UNTIL FILLED

### **SUMMARY:**

Under the direction of the Fire Chief, the Fire Marshal performs fire inspections, plan review, system testing, and fire origin and cause investigation duties for the Fire Department. Assists the Fire Chief in the management and functions of the city fire inspections, plan review, and life safety programs. Schedules and performs annual fire inspections, new construction inspections and conducts plan reviews to assure compliance with the adopted fire codes. Participates in the development and maintenance of pre-incident plans. May be asked to respond to and investigate fire code compliance complaints. Prepares reports in regards to fire inspections, fire alarms, and assists with preparation for the adoption of new fire codes. Reviews alarm and activity reports to assist the Fire Chief in identifying preventative strategies to reduce false alarms. Identifies training needs and educational activities to maintain and improve professional skills of department members. Reads and studies trade journals and other related data to keep abreast of the latest information in this field of expertise. Requires a high degree of independent judgment, initiative, and understanding that must be exercised in customer service and code compliance.

### **ESSENTIAL FUNCTIONS:**

- Schedules and performs annual fire inspections, re-inspections, and new construction fire inspections.
- Performs code compliance inspections and follow up inspections to assure compliance with adopted codes, national standards, and approved construction plans.
- Maintains detailed records of inspection activities.
- Compiles data, completes necessary reports, forms, computer input, and other documentation as needed.
- Authorizes and monitors temporary fire watch permits for compliance and record keeping.
- Performs technical reviews of site, construction, and fire protection system plans to confirm compliance with City laws, codes, and ordinances and provides detailed review reports to the Community Planning and Development Department.

### **REQUIREMENTS:**

Associates Degree in Fire Science or closely related field or 60 documented credit hours. Five years' experience in the fire inspection field required. Experience in inspection techniques and plan reviews. Experience in fire protection system testing. Additional education and experience in fire suppression, building construction, reading blueprints, and knowledge of building codes is preferred. Experience with Emergency Reporting records management system and Blue Beam preferred. Valid Colorado Driver's License required with a good driving record. Must have and maintain certification by the Colorado Division of Fire Prevention and Control as a Fire Inspector II. Must obtain and maintain certification by the Colorado Division of Fire Prevention and Control as a Fire Inspector III within six (6) months of hire. Must have NIMS IS-100 and IS-700 certifications. Must have and maintain an American Heart Association Professional Rescuer CPR certification (or equivalent).

**To apply for this position please go to [www.cityofblackhawk.org](http://www.cityofblackhawk.org), to complete an online application. Resumes must be attached to be considered.**

**EQUAL OPPORTUNITY EMPLOYER**