

JOB FAMILY CONCEPT

This family consists of two levels of fire and life safety work within the Fire Department. Levels are distinguished based on the complexity of the work, level of supervision received, and the degree of autonomy. This job family is distinguished from other job families by primary responsibility for providing fire investigation and inspection and fire code interpretation and enforcement. Safety Services positions carry a higher consequence of error than other job family groups, in that these positions have the ultimate accountability and responsibility for protecting life and property. The Fire and Life Safety Job Family addresses responsibility for the following expertise areas:

- Fire investigation and inspection
- Campus building plan reviews
- Fire code interpretation, and enforcement
- Staff training and supervision
- Student supervision and mentoring

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Inspect equipment, apparatus, and personnel to ensure readiness for emergency situations
- Identify and repair or facilitate repairs for equipment and apparatus
- Complete and review documentation and reports for completeness, accuracy and compliance with approved standards
- Review construction documents for code compliance using current accepted standards (e.g. International Fire, Mechanical and Building codes)
- Provide consultation services and conduct surveys as they relate to building fire and life safety
- Provide fire and life safety inspections of all University owned buildings, on and off campus
- Conduct fire investigations to determine area of origin, and fire cause determination according to accepted guidelines (e.g. National Fire Protection Association (NFPA) 921)
- Obtain and otherwise preserve evidence at a fire scene
- Develop, implement, enforce and assess departmental operating policies, procedures, standards and guidelines

- Develop and deliver educational outreach programs as requested to public (e.g. University of Alaska staff, students, faculty, public schools, and residents)
- Provide building safety surveys to enhance department operations and increase firefighter safety
- Recommend new equipment and apparatus purchases
- Maintain records, forms and logs in accordance with policies and procedures
- Create and disseminate reports as required by external agencies (e.g. State of Alaska) or as required by law
- Act as a resource for emergencies and disaster preparedness for the University

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels progress, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1 Assistant Fire Marshal

PCLS: 04426

**Grade 79
Non-Exempt**

Descriptors

Work is performed under administrative supervision. Inspect facilities to ensure compliance with the fire code in accordance with Alaska state law. Assess and analyze building plans for code compliance, and required desirable fire safety features. Meet and confer with Facilities Department personnel on building modifications. May implement stop work procedures if necessary through guidance from the Fire Marshal. Conduct fire investigations according to accepted guidelines. Design and deliver fire and life safety training programs. Manage databases, logs, plans, applications, records and inspection reports to ensure compliance with applicable standards. Assist with Fire Department Operations as necessary.

Knowledge, Skills, and Abilities

Knowledge of codes and applicable state laws as they relate to plan reviews. Knowledge of, and the ability to interpret, apply, develop, enforce and implement University policies, procedures, regulations, state and federal laws and codes (e.g. electrical, ADA, building, fire and mechanical). Knowledge of fire investigation procedures and techniques. Excellent communication and public speaking skills. Ability to keep abreast of code changes, interpret these changes, and apply them to existing structures. Ability to research, analyze and evaluate new service delivery methods, procedures and techniques. Ability to create and deliver presentations in various forums.

Education and Experience

Associate's degree in related field and 5 year's fire marshal, firefighting, or emergency medicine experience, or an equivalent combination of training and experience. Certification as an International Conference of Building Official (ICBO) Plans Examiner, Fire Code Inspector, Mechanical Code Inspector and state certified Fire Investigator preferred. Appropriate state firefighter, emergency medical technician and hazardous materials operation certifications, valid driver's license, and the ability to maintain currency required. Bachelor's degree in relevant field preferred.

Level 2 Fire Marshal/Assistant Chief **PCLS: 04425**

Grade 81
Non-Exempt

Descriptors

Work is performed under general direction. Review building plans for code compliance, and required and desirable fire safety features. Has the final authority and approval for plans, and may implement stop work procedures if necessary. Enforce state electrical, mechanical, fire, and building codes. Meet regularly with State and Federal officials as well as design professionals to ensure that UAF has code compliant facilities. Oversee the Deferred Authority Program from the State of Alaska. Inspect facilities to ensure compliance with applicable codes. Write and revise codes and technical features. Manage and coordinate fire prevention activities, fire and life safety inspections, and pre-fire planning. Conduct fire investigations according to accepted guidelines. Work closely with law enforcement in cases of arson and testify as an expert witness when necessary. Respond to media inquiries. Design and deliver fire and life safety training programs. Manage databases, logs, plans, applications, records and inspection reports to ensure compliance with applicable standards. Create and ensure submission of reports for dissemination to public agencies. Assist with Fire Department operations as necessary.

Knowledge, Skills, and Abilities

Same as level two, plus: Expert knowledge of codes and applicable state laws as they relate to plan reviews. Knowledge of, and the ability to interpret, apply, develop, enforce and implement University policies, procedures, regulations, state and federal laws and codes (e.g. electrical, Americans with Disabilities Act (ADA), building, fire and mechanical). Expert knowledge of fire investigation procedures and techniques. Excellent communication and public speaking skills. Ability to keep abreast of code changes, interpret these changes, and apply them to existing structures. Ability to research, analyze and evaluate new service delivery methods, procedures and techniques. Ability to create and deliver presentations in various forums.

Education and Experience

Bachelor's degree in related field and ten year's fire marshal, firefighting, or emergency medicine experience, five years of the total experience as a deputy fire marshal, or an equivalent combination of training and experience. Certification as an ICBO Plans Examiner, Fire Code Inspector, Mechanical Code Inspector and state certified Fire Investigator required. Appropriate state firefighter, emergency medical technician and hazardous materials operation certifications, valid driver's license, and the ability to maintain currency required. Bachelor's degree in relevant field preferred.

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- * **Complexity:** Refers to the interpretation of University regulations, emergency medicine and firefighting practices and protocols, and State and local statutes and laws. Complexity increases as the application, interpretation and frequency of working with these increases. Complex positions require more specialized training and knowledge to complete tasks. Complexity also increases as positions supervise more diverse emergency situations, functional areas, and types of positions.
 - * **Scope:** Refers to the impact of decisions a position has on the department, campus, University, or other external community members.
 - ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individuals must be fluent in the assigned area of responsibility.
 - ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.