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## POSITION ANNOUNCEMENT

**Position Title:** ASSISTANT FIRE MARSHAL I  
ASSISTANT FIRE MARSHAL II  
(Non-Rotational) Full Time Non-Exempt

**Job #:** CSS 10 – 18 Full time – Open to Public

**Department:** Poudre Fire Authority - Community Safety and Service

**Salary Range:** **AFM I** \$2495-3464 – Bi-weekly with Benefits  
**AFM II** \$2933-4100 – Bi-weekly with Benefits

**FLSA/Career Status:** Classified Non-Exempt

**Opening Date:** January 29, 2018 (**APPLICATIONS AND RESUMES MUST BE SUBMITTED ELECTRONICALLY TO THE LINK FOUND AT THE BOTTOM OF THIS JOB ANNOUNCEMENT**)

**Closing Date:** Open Until Filled

**Selection Process:** Review and Screening of On-Line Applications and Resumes  
Review of Additional Documentation (If requested)  
Exercise(s) (If requested)  
Interview of selected candidates – Pass/Fail  
Background Investigation – acceptable/unacceptable  
Drug Screen – acceptable/unacceptable

**SUMMARY:** Under the direction of the Fire Marshal/Deputy Fire Marshal, performs detailed and technical review of Fire Protection System plans including water based, clean agent, dry chemical, wet chemical, alarm systems, and other fire safety systems and equipment. Using the International Codes and related Standards, reviews submitted plans for compliance. This position does conduct sprinkler tests and inspections, may perform construction inspections, general fire safety inspections, Knox Box verification, hydrant accessibility inspections, various occupancy inspections, hydrant water flow calculations, review of construction plans for code compliance and data entry into our database. This technical level position is responsible for conducting assessments and enforcement of fire and life safety regulations with the Authority and other duties as assigned.

**Depending on qualifications of the successful candidate and pending a division reorganization this position will be classified as either an Assistant Fire Marshal I or Assistant Fire Marshal II. In either instance, the position is eligible to progress to Assistant Fire Marshal II during their career in accordance with established Policies and Regulations.**

**SUPERVISION RECEIVED:** Works under the general supervision of the Fire Marshal and Deputy Fire Marshal.

**SUPERVISION EXERCISED:** Provide limited to extensive supervision in plan review and system inspections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive:

- Ability to perform final inspections on construction sites in order for contractors to obtain Certificate of Occupancy.
- Ability to perform water flows and calculations for suppression system design.
- Thorough knowledge of sprinkler and fire pump systems and their inspection and testing processes.
- Thorough knowledge of general fire safety inspection procedures, concerns and International Fire Code requirements.
- Coordinate and consult with PFA and other governmental entities to meet the requirements of the Poudre Fire Authority's adopted codes and standards.
- Performs plan review of fire protection systems to confirm compliance with applicable laws, codes and ordinances. Types of fire protection systems include, but are not limited to sprinkler, standpipe, fire alarm, kitchen hood suppression, clean agent, and smoke control systems.
- Performs testing of fire protection systems to confirm compliance with applicable laws, codes and ordinances. Types of fire protection systems include, but are not limited to sprinkler, standpipe, fire alarm, kitchen hood suppression, clean agent, and smoke control systems.
- Working knowledge of Fire Department functions and operations.
- Prepare reports as required and maintain data bases used in the performance of assigned duties.
- Knowledge of graphics, database management, and computer systems as applicable to Fire Services is preferred. Including the use of computer programs such as Word, Excel, Outlook, Accela and Electronic Plan Review programs.
- Provides written and verbal communications to developers, planners, architects, engineers, attorneys, and others in a competent and professional manner.
- Follows division and department policies and procedures when completing plan reviews and inspections.
- Prepares professional and accurate plan review comments and permits. Maintains plan reviews and inspection records, reports, and all other written communications in accordance with department policies, procedures, and recognized standards.
- Issues permits and may perform on-site inspections at construction projects, special events, existing buildings, and various other sites with the district.
- Issues order notices accurately and in accordance with the appropriate fire codes, regulations, and department guidelines.
- Represents the Bureau and Authority at various meetings and public hearings.
- Supervise, schedule and support other plan review positions as well as new construction field inspections.
- Performs other related duties as assigned.

**Education and Experience** Associate's Degree from an accredited college in Fire Sciences, Construction Management, Building Construction, Plan Review, or a related field is required. Four year degree in Fire Protection Engineering or related field is preferred. Minimum of three (3) years of experience in the fire service, fire inspection, or fire code-related building plan review. Equivalent combinations of education and experience may be considered.

**Necessary Knowledge, Skills and Abilities (KSAs)**

Ability to use current technology, code information, and equipment in completion of plan reviews and inspections  
Thorough understanding of the interdependent relationship between building codes, fire codes, and national standards and how these are applied by various jurisdictions  
Understanding of Hazardous Materials compliance regulations  
Understanding of inspection processes, including testing of fire protection and detection systems  
Knowledge of general office equipment  
Ability to work independently  
Skill in time and resource management  
Skill in setting priorities  
Understanding of construction project management  
Understanding of building construction and ability to perform competent plan reviews to ensure compliance with adopted fire codes  
Understanding of building type classification; occupancy classification; means of egress; special systems and processes; water flow requirements; hydrant placement; and fire department access  
Understanding and interpreting codes, ordinances, policies, regulations and procedures.

Maintain a working knowledge of all PFA adopted codes and standards.  
Excellent verbal and written communication skills  
Ability to function in a team environment.  
Excellent organizational skills and the ability to resolve issues.  
Ability to manage multiple priorities.  
Understands the interdependence of building, fire, and life safety regulations in relationship to the various jurisdictions with the fire district.  
Excellent customer and co-worker relations skills.  
Prepares written documentation and maintains appropriate filing systems pertaining to fire inspection activities.  
An understanding and ability to use mobile technology such as smart phones, mobile hotspots and tablets while in the field.

**Language Skills** Ability to read, analyze, and interpret documents including construction documents. Ability to clearly and accurately communicate in meetings, including the ability to present information to a group, solicit feedback and develop compromise and solutions through a collaborative effort.

**Reasoning Ability** Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **Certificates, Licenses, Registrations**

- Valid Colorado driver's license with good driving record.
- ICC certification as a Fire Inspector II. (or equivalent)
- Colorado Division of Fire Prevention and Control Hazardous Materials Awareness and at least one of the following:
  1. Certified as a Fire Plans Examiner by the International Code Council  
OR
  2. Certified as a Building Plans Examiner by the International Code Council  
OR
  3. Certified as a Certified Fire Protection Specialist by the National Fire Protection Association.
- Ability to obtain within 1 year of employment:
  - o ICC certification as a Commercial Fire Sprinkler Plans Examiner
  - o ICC certification as a Commercial Fire Alarm Plans Examiner I
  - o State of Colorado, Division of Fire Safety, Fire Suppression certification
  - o NICET Level 1 Alarms
  - o NICET Level 1 Fire Suppression Systems
- Ability to obtain within 3 years of employment:
  - o NICET Level 2 Alarms or ICC certification as a Commercial Fire Alarm Plans Examiner II
  - o NICET Level 3 Fire Suppression Systems
  - o ICC certification as a Commercial Fire Alarm Plans Examiner II
- Alternative certifications such as NICET and NFPA will be considered as will applicable experience and education.

**Physical Demands** While performing the duties of this job, the incumbent is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects. Also includes; balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, hearing, seeing.

Incumbent must communicate clearly and effectively; must understand and be understood.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.

Requires frequent use of equipment including: personal computer (including various software packages, database, and spreadsheet programs), Authority automobiles, calculator, telephones, facsimile machines, copy machines, cameras, printers, and other general office equipment.

**Work Environment** Most work is performed in a climate-controlled office environment. The Plan Reviewer may occasionally work on construction sites, and on uneven terrain.

The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive.

The job announcement does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as requirements of the job change.

**YOU MUST SUBMIT BOTH AN APPLICATION AND RESUME ELECTRONICALLY!**

Submit Electronic Application with attached resume at [www.poudre-fire.org](http://www.poudre-fire.org) .

***THE POUDRE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER***