



**FIRE RESCUE TECHNICIAN MASTER
(Assistant Fire Marshal)**

DEPARTMENT: Fire

NATURE OF WORK:

This is advanced technical work in the area of code enforcement and investigation.

Inspects public facilities for compliance with applicable codes (fire prevention, building, and local); determines the origin and cause of fires and fire-related criminal investigations. Work includes participation in the review of site and building plans. Work is performed under the general supervision of the Fire Marshal. Technical assistant for the Building Code Official; fire suppression; emergency medical services; other duties assigned.

Work involves considerable risk, hazardous exposure, and personal danger. The Assistant Fire Marshal must be able to take appropriate action under stress and maintain effective public contacts, exercising tact, and discretion. Work may also include assuming the responsibilities of the Fire Marshal in his/her absence. Work is performed with considerable independence under general supervision and is reviewed through conferences, reports, and observation.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs all duties of the Fire Marshal in his/her absence.

Performs clerical duties for Fire Marshal's Office.

Performs all duties of a firefighter when required, including engaging in operations to control fire and other life-threatening situations.

Performs basic life support and advanced emergency care, as certified.

Assist medics in perform Advanced Life Support skills such as setting up IV; placing cardiac monitor in service; selection and assembly of drugs from drug box; preparing equipment for intubation; or, uses ALS skills as needed, if certified.

Provides immediate emergency care to ill or injured persons; assesses condition of patient; administers emergency measure.

Responds to fire and rescue calls; determines routes to be taken to each incident.

Performs full range of fire suppression duties/hazardous materials response.

Assists in performing high angle, trench, confined space, and water rescues; assists in performing rescues from hazardous sites, such as auto accidents and collapsed buildings.

Assumes any position as outlined under Incident Command System.

Drives and operates pumping apparatus and emergency medical response vehicles when required.

Drives and maintains assigned vehicle for Fire Marshal's Office use.

Attends training sessions for both fire and emergency services activities.

Participates in, and provides specialized training in code enforcement and fire investigation.

Participates in meetings, when directed by the Fire Marshal, with the representatives of other jurisdictions regarding fire prevention or code enforcement issues.

Represents the Fire Department in the absence of the Fire Marshal as a member of code enforcement and/or fire investigation organizations.

Participates and/or coordinates in development of code enforcement programs.

Represents the Fire Department as an inspector or investigator in court in relation to code enforcement or fire investigations.

Assists Fire Education Officer and Safety Officer when required.

Conducts residential inspections including "courtesy home inspections," and child care licensing inspections.

Participates in public fire education programs when requested.

Assists the Public Information Officer when requested.

Assists in developing budget requests for the Fire Marshal's Office.

Assists with the activities of the other Assistant Fire Marshals.

Conducts inspections and reinspections of all public buildings for compliance with the Statewide Fire Prevention Code.

Provides technical support through code research for the Department.

Conducts inspections and investigations based on citizen complaints or inquiries, including code violations and open burning.

Assists in local code revision process with the Fire Marshal and the County Attorney relative to fire prevention code enforcement.

Issues operational permits (i.e., open burning, fireworks, explosives).

Issues "Notices of Violation" of the Statewide Fire Prevention Code.

Obtains fire inspection warrants, criminal search warrants, summons, and arrest warrants for code enforcement.

Assists Code Compliance Department:

- Conducts inspections of building and sites under construction for compliance with Uniform Statewide Building Code.
- Conducts acceptance test on fire protection systems.
- Reviews building construction and fire protection system plans.
- Participates in meeting with contractors, developers, architects, engineers, and County officials prior to and during construction phases.

Assists Planning Department and Site Developers:

- Reviews site and subdivision plans.
- Provides fire flow calculations for planned structures.
- Conducts site inspections for compliance with approved site plan relating to fire protection aspects.
- Reviews and approves JCSA water data sheets.

Assists Commonwealth of Virginia:

- Conducts inspections of certain facilities for licensure under various departments (i.e., Department of Social Services, Department of Mental Health, Mental Retardation and Substance Abuse, Department of Youth and Family Services, etc.)
- Conducts inspections of open burning sites and meets with contractors and developers for permits issued under authority of the Department of Environmental Quality.
- Assist Department of Forestry, when requested.

Conducts origin and cause investigations for fire, including fire scene examination, evidence recovery, witness interviews and documentation (photography, sketches, and field notes).

Obtains fire investigation warrants, search warrants, witness subpoenas, and arrest warrants for fire and fire-related crimes.

Coordinates with Police Department, Commonwealth's Attorney, insurance companies and private investigators in the investigation and/or prosecution of fires and fire-related crimes.

Assists James City County Police Department Uniform, Community Services, and Investigation Divisions when requested or directed.

Protects crime scene; preserves and collects evidence at the scene; takes fingerprints and photographs; interviews victims, witnesses, informants, and suspects; prepares reports on information collected.

Serves criminal warrants and other court orders as required.

Arrests individuals violating laws or ordinances.

Writes accurate and complete reports of calls for service. Prepares case files and testifies in court as needed.

Interrogates suspects, gathers evidence, coordinates lineups, prepares composites, conducts surveillance, and apprehends violators.

Interviews witnesses, victims, informants, and suspects ensuring that the suspects' rights are not violated.

Prepares criminal investigations and submits same to the Commonwealth Attorney.

Assists other mutual aid jurisdictions with fire investigations when requested or directed.

Conducts complete background investigations on potential Fire Department employees, Emergency Communication Officers, and Auxiliary Firefighters.

Conducts departmental internal affairs investigations when directed.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of fire prevention, code enforcement, and investigation and control techniques.

Thorough knowledge of fire service apparatus, equipment, tools, and various extinguishing agents and their use.

Thorough knowledge of Department policies, rules, and regulations.

Thorough knowledge of training techniques and practice.

Thorough knowledge of State Fire Prevention and building codes.

Thorough knowledge of Police Department policies and procedures.

Extensive knowledge of civil and criminal statutes on which charges and arrests are executed.

Ability to communicate effectively with the public.

Ability to deal courteously and effectively with the public, coworkers, and supervisors.

Ability to perform accurate inspections during various phases of construction and under varying conditions.

Ability to read and interpret blueprints, drawings, plans, and specifications.

Ability to present public fire education and training programs.

Ability to work under variable schedules, including nights, weekends, and on-call.

Ability to operate specialized fire and police investigation equipment and tools, including firearms

Ability to endure long hours and highly stressful working conditions.

Ability to analyze complex situations and novel problems, and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to remain calm and maintain control at various levels of stressful situations.

Ability to exercise judgment during hazardous circumstances.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent.

Successful completion of the Tidewater Regional Fire Academy, or equivalent agency as determined by the James City County Fire Department.

Possess and maintain the following certifications from the Tidewater Regional Fire Academy, or equivalent certifications as determined by the James City County Fire Department:

1. Firefighter II
2. Hazardous Materials – Operations
3. EMT-B
4. EVOC
5. CPR

Possess and maintain the following certifications from the Virginia Department of Fire Programs, or equivalent certifications as determined by the James City County Fire Department:

1. Fire Instructor I
2. Fire Officer I, or completion of Command School

Demonstrate competency in performing the essential functions of the job as evaluated by the Fire Chief or his/her designee.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.

Must maintain current level of EMS training.

Must successfully complete the periodic Physical Ability Tests as administered by the Training Division of the James City County Fire Department in compliance with Department policy.

Must possess and maintain valid Department of Fire Programs, Fire Inspector and Fire Investigator.

Must possess and maintain valid Department of Fire Programs Law Enforcement for Fire Marshals, or equivalent.

Attend all mandatory training through the James City County Police Department.

Weapons qualification must be done with issued weapon annually through the JCCPD, with approved Fire Arms Instructor.

Must attend and complete the CORE Academy through the Department of Housing and Community Development.

Date: July 2006

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Fire Rescue Technician Master Position Number: 439
Department: Fire Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Firefighter/rescue duties

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull						✓		✓	
Hold/Carry						✓		✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|--|--|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input checked="" type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓				✓	
Sit		✓						✓	
Walk		✓						✓	
Run		✓						✓	

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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