

Scott County Government

Position Description Form

Position: Job Title: Fire Marshal
Department Name: Fire
Supervisor Title: Assistant Chief and/or Chief

Position Summary

The Fire Marshal is responsible for planning, coordinating, and administering fire prevention, life safety, and investigation activities for the Scott County Fire Department in accordance with NFPA 1, NFPA 101, Kentucky state laws, and applicable Scott County ordinances. This is a full-time administrative and operational position tasked with ensuring fire code compliance, conducting inspections, overseeing investigations, and serving as the county's point of contact for fire prevention-related initiatives.

Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as warranted within the scope of the Fire Marshall position.

- Conduct inspections of:
 - Commercial businesses
 - Schools and educational institutions
 - Daycares
 - ABC-licensed establishments
 - Rehab and sober living facilities
- Perform re-inspections and follow up on all fire code violations
- Oversee and conduct origin and cause investigations for all fires occurring in Scott County (outside of City of Georgetown jurisdiction)
- Represent the department at Technical Review Committee (TRC) meetings and participate in all plan reviews related to new developments
- Attend Scott County Emergency Planning Committee (LEPC) meetings as the fire department's representative
- Develop, manage, and update pre-incident plans for commercial and industrial occupancies
- Coordinate and implement fire prevention education programs and public outreach initiatives
- Maintain accurate records and prepare reports related to inspections, investigations, and enforcement actions

- Collaborate with other agencies (Planning & Zoning, Building Inspection, Law Enforcement, ABC, etc.) to ensure code compliance and coordinated response
- Serve as a technical resource for department personnel on fire prevention and investigation issues
- Maintain current knowledge of all applicable codes, standards, and best practices
- Perform Emergency Medical services as Emergency Medical Technician
- Facilitates communication process with peers, citizens and outside agencies to assure organizational effectiveness and responsiveness
- Performs Public Information Officer duties as needed
- Provides input and suggests changes to departmental policy, planning, and objectives, as well as participates in short and long-range planning
- Effectively shares information to and from operations personnel to improve effectiveness of planning
- Plans, evaluates, assigns, and coordinates multiple tasks, projects, or assigned area(s) of program responsibility
- May be assigned additional duties and responsibilities at the discretion of the Fire Chief or Chief's designee, as may be necessary to meet the fire department mission, policies and operational objectives

Knowledge, Skills and Abilities:

- **Knowledge of:**
 - NFPA 1 Fire Prevention Code and NFPA 101 Life Safety Code
 - Kentucky Fire Prevention Code and relevant county ordinances
 - Fire investigation techniques and legal requirements for evidence collection
 - Building construction, occupancy classifications, and fire protection systems
 - Principles of fire prevention, inspection protocols, and fire behavior
- **Skills in:**
 - Conducting detailed inspections and investigations
 - Preparing accurate, legally defensible reports and documentation
 - Public speaking and delivering fire prevention education
 - Using technology and software systems for inspections, planning, and reporting
 - Conflict resolution and de-escalation during enforcement actions
- **Ability to:**
 - Interpret and apply codes, laws, and ordinances consistently
 - Communicate effectively with property owners, business representatives, and other government agencies
 - Work independently and prioritize tasks in a high-demand environment
 - Maintain confidentiality and professionalism during sensitive investigations
 - Represent the department and county with professionalism in meetings and public settings

Position Dimensions

Education and Experience:

- High school diploma or GED equivalent
- Minimum of five (5) years of active, full-time fire service experience
- Valid driver's license
- Kentucky Fire Commission Basic 2 Certification
- Commonwealth of Kentucky Fire Prevention Inspector Level I and Level II Certifications (must be current and maintained)
- Fire Investigation Arson I – Fire Investigation for First Responders and Arson II – Fire Scene Investigations certifications
- Must obtain Arson III – Legal Issues for Fire Investigations certification within 12 months of employment
- IFSAC/Pro Board Firefighter I & II Certification
- IFSAC/Pro Board Hazardous Materials Awareness & Operations Certification
- IFSAC/Pro Board or Kentucky Fire Commission Fire Instructor Level I Certification
- Kentucky Emergency Medical Technician (EMT) Certification (must be maintained throughout employment)

Preferred Qualifications

- Experience in fire investigations, code enforcement, or fire prevention programs
- Familiarity with Kentucky Building Code and local ordinances
- Advanced certifications related to fire investigation through International Association of Arson Investigators (IAAI) and National Association of Fire Investigators (NAFI)
- Administrative/supervisory experience

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

- ☐ 75% or more of the work is performed indoors
- ☐ 75% or more of the work is performed outdoors
- ☒ Work is performed in equal amounts inside and outside
- ☒ Extremes of cold and temperature changes
- ☒ Extremes of hot and temperature changes
- ☒ Wet Surroundings: Contact with water or other liquids.
- ☒ Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- ☒ Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- ☒ Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- ☒ Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- ☒ Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- ☒ Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- ☐ **S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- ☐ **L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- ☐ **M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- ☐ **H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- ☒ **V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.