

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Deputy State Fire Marshal**

**Class Code: 60612**

**Pay Grade: GH**

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### **A. Purpose:**

Conducts fire scene investigations to determine cause and origin of fires and explosions; and coordinates fire service training for an assigned region of the state to facilitate safe and proper training for firefighters.

### **B. Distinguishing Feature:**

The Deputy State Fire Marshal provides technical assistance for emergency service agencies, law enforcement and the public in the fields of fire safety, education, regulations and determination of fire and/or explosion origin and cause.

The Fire Code Compliance Specialist reviews blueprints and specifications for conformity with applicable codes and state and federal laws and provides technical assistance on code and law interpretation as it relates to fire and life safety.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Investigates the cause, origin, and circumstances in which property has been destroyed or lives lost due to fire or explosion to determine if the incident was accidental or intentional.
  - a. Locates, retrieves and examines evidence.
  - b. Conducts interviews of witnesses and/or suspected perpetrators.
  - c. Produces reports, photo logs and drawings to support evidence and findings.
  - d. Testifies in court and presents evidence as to cause and origin of fires.
  - e. Assists federal agencies on fire investigations when requested.
2. Coordinates and facilitates firefighter training courses to ensure firefighters receive the necessary training.
  - a. Selects appropriate courses and materials.
  - b. Contracts with instructors and arranges for facilities.
  - c. Coordinates with other state and federal agencies in the delivery of training programs.
  - d. Monitors instructors conducting the training.
  - e. Conducts the testing/certification process.
  - f. Provides specialized instruction to emergency service organizations in areas of expertise.
3. Provides fire and life safety code interpretation and assistance when requested.
  - a. Provide assistance with code interpretation for contractors, developers and school districts.
  - b. Assist communities with Insurance Service Office surveys.
  - c. Conducts inspections of facilities and generates reports or documentation of findings or violations
4. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to the State Fire Marshal. Typically does not supervise but does direct the activity of local fire departments when investigating fires.

#### **E. Challenges and Problems:**

Challenged to time manage all of the activities required. This includes coordinating training and testing activities which occur in all areas of the assigned region outside typical work hours, as well as responding immediately to fire incidents. Further challenged to learn and incorporate new safety issues, such as weapons of mass destruction and methamphetamine labs.

Problems include dealing with hostile suspects on fire investigations, finding and arranging for instructors for various training courses, meeting the training needs of the first responder community due to constant turnover; and fitting in additional federal training requirements into an ever expanding schedule.

#### **F. Decision-making Authority:**

Decisions include determining the cause and origin of fires; how to secure the scene, obtain evidence and conduct interviews; delivery schedule for training programs; issuance of contracts for training and approval of payment for services; selection of training materials; and determining if a fire and life safety code is in violation.

Decisions referred include conflicts in work schedules, depth of involvement on some fire investigations, and critical or controversial issues.

#### **G. Contact with Others:**

Daily contact with federal, state and local fire service agencies to discuss fire investigations or training issues; and with fire chiefs and fire service instructors to discuss or coordinate training; monthly contact with National Fire Academy Adjunct instructors to discuss training; and contact as needed with the general public to answer code inquiries or provide assistance with fire prevention programs.

#### **H. Working Conditions:**

Exposure to hazardous physical conditions, known and unknown hazardous substances, extreme weather conditions, heavy lifting, and climbing ladders when conducting fire investigations. Incumbent is on call 24-hours a day. Frequent travel is required for training activities and fire investigations.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- principles and techniques of fire investigation,
- fire fighting techniques and fire suppression equipment,
- fire and life safety codes,
- principles of electricity and electrical systems,
- basics of flammable and combustible gases.

Ability to:

- examine fire scene evidence and draw conclusions,

- communicate effectively and prepare reports,
- manage an ever-changing schedule,
- make judgment calls on short notice,
- work a non-traditional schedule involving evenings, holidays and weekends.