 **Deputy Fire Marshal Standard Job Description**

**Classification Title:** Deputy Fire Marshal

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Deputy Fire Marshal, under general direction, assists the University Fire Marshal in one or more program areas within a comprehensive Fire and Life Safety Program. The Deputy Fire Marshal is responsible for representing the University Fire Marshal in the conducting of daily operations and programmatic areas such as prevention, investigations and enforcement of fire safety regulations and codes. The Deputy Fire Marshal is responsible for ensuring public safety and reducing the risk of fire-related incidents.

**Essential Duties and Tasks:**

**20%: Code Enforcement, Investigations and Reporting**

* Provides oversight for code enforcement efforts, including enforcing fire codes and regulations, issuing notices of violations, and maintaining accurate records of inspections, violations, and enforcement actions.
* Provides oversight for fire investigations, including cause and origin investigations and detailed report documentation.
* Develops and submits reports as appropriate.

**20%: Program Management Assistance**

* Assists the Fire Marshal in one or more program areas within a comprehensive Fire and Life Safety Program.
* Assists in periodic review of Fire and Life Safety procedures, forms, templates, standards, etc.
* Ensures public safety and reduces the risk of fire-related incidents.

**20%: Emergency Response, Educational Outreach and Events**

* Responds to campus emergencies as required.
* Aids in the development and implementation of emergency response plans and protocols.
* Assists in the development and delivery of educational materials related to fire and life safety.
* Provides oversight on permit applications and ensures large venue and event compliance.
* Conducts and leads inspections for unique events, venues, and situations for compliance with permits and applicable codes and standards.
* Coordinates contracts as needed for the fire and life safety program.

**20%: Personnel Management and Prevention Efforts**

* Hires, trains, develops, and supervises fire and life safety personnel within the area of oversight.
* Provides oversight for fire prevention efforts, including fire safety inspections, public education, building plan reviews, and construction or renovation project fire safety measures.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s Degree or equivalent combination of education and experience.
* Ten years of work experience in fire and life safety or a related field, including five years of supervisory experience and experience in large university setting.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 15 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**