



DURANGO FIRE PROTECTION DISTRICT

JOB DESCRIPTION

Deputy Fire Marshal I

Division: Fire Marshal
Supervisor: Fire Marshal

JOB SUMMARY

Responsibilities include the protection and preservation of life and property for a safe community through fire prevention work. Duties include conducting inspections of commercial, institutional, industrial, and educational facilities; performing plan reviews of commercial/residential fire sprinkler systems and commercial fire alarm systems; conducting fire investigations and enforcing all applicable local, state and federal fire and safety code regulations and standards.

ESSENTIAL FUNCTIONS

- Follows the Organization's Mission, Values, and Departmental Expectations
- Coordinates and performs reviews of submitted plans for code compliance for fire and life safety issues.
- Performs plan reviews for commercial/residential fire sprinkler systems and commercial fire alarm systems
- Performs and assists in coordinating onsite fire inspection and code compliance assignments per the adopted codes and applicable state and federal codes or regulations
- Provides written and verbal guidance to business owners or managers, and others in a competent and professional manner
- Determines if submitted residential and commercial fire sprinkler plans meet the code requirements adopted within the jurisdiction.
- Determines if submitted commercial fire alarm plans meet the prescriptive and performance based code requirements.
- Issues permits for fire systems and special events
- Performs fire investigations including wildfire investigations, peer reviews fire investigation reports
- Responsible for data and records management on all projects assigned

OTHER DUTIES

- Attends and participates in meetings and public events as assigned
 - Coordinates with outside agencies, contractors, architects, other members of the Fire Marshal Division and building officials.
 - Follows SOP's and procedures as developed by the District and Division
 - Notifies response crews through established means of communication of known significant safety issues
 - Maintain education training classes and conferences to remain current on codes and standards, inspection, and fire investigation techniques
 - Balances the need for education and enforcement of the adopted codes
- Make recommendations for stop work orders, violation notices, and orders the abatement of fire hazards accurately and in accordance with the appropriate fire codes, regulations and District guidelines,

KNOWLEDGE AND SKILL REQUIREMENTS

- Be a self-starter with the ability to work independently, with limited supervision.
- Able to effectively communicate both verbally and in writing while demonstrating a professional demeanor and attitude.
- Have strong computer skills with knowledge of computers, tablets, and smart phones used in the profession and District.
- Must develop and maintain a positive, productive and professional interaction with the public under stressful conditions.
- Must be capable of operating varying types of equipment for inspection and investigation purposes. This may include but is not limited to cameras, meters, measuring devices, hand tools, power tools, PPE and suppression equipment.

- Ability to apply, document and explain how the scientific method was utilized while conducting fire investigations to determine the origin and cause of the fire.
- Understand the concept of applying the scientific method when identifying and analyzing fire patterns.

QUALIFICATIONS

Required:

- ICC Plan Reviewer/CO Fire Inspector III – Plans Examiner
- Youth Firesetter
- Commercial Fire Alarm Plans Examiner II
- Commercial Fire Sprinkler Plans Examiner
- IAAI Fire Investigation Technician

❖ In lieu of required certification equivalent or alternative certifications may be considered.

Preferred:

- A bachelor's degree and/or 8 years in the fire service and/or 4 years in a code enforcement related field

PHYSICAL REQUIREMENTS

Physical demands include:

- Must be able to climb ladders
- Use and normal maintenance of office machines, (copier, computer, printer, fax, etc.).
- Handling of files weighing up to 20# including floor to waist and overhead lifting.
- Ability to lift, push and move objects weighing up to 50 lbs.
- Ability to bend, stoop, stretch, reach, carry, grasp and turn objects.
- Ability to climb stairs; and stand, sit and walk for up to 60 minutes at a time.
- Frequent use of phone handset and repetitive use of hand & fingers to take messages, operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.
- Able to read printed material & a computer monitor and to operate office equipment.
- Able to hear and communicate with others in person or through telephonic means.
- Ability to drive a department vehicle.
- Must comply with the organization's wellness and fitness program.
- Must comply with DFPD and Division PPE requirements.

This position is an hourly non-exempt position working a 40 hour, Monday-Friday schedule. This position also serves on a rotating weekly On Call schedule for fire investigations. Position requires residency within a 40-minute response time of DFPD Administration Office (103 Sheppard Drive).

We are an equal opportunity employer.

Revised January 2026