



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEPUTY STATE FIRE MARSHAL II

Job Number: 20000806

Job Code: 32380V240816

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 08/16/2024

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs independent inspections on existing public buildings to ensure compliance with applicable fire/life safety codes; investigates fire and other incidents; conducts training for departmental employees, health and day care providers, civic organizations, etc.; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have 2 years of experience as a Deputy State Fire Marshal I or 3 years of experience performing fire/life safety inspections with a private industry or other government agency.

Substitute EDUCATION for EXPERIENCE:

An associate's degree in fire science technology, architecture, engineering or related field will substitute for two years of fire/life safety inspection experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to employment in this job classification. Must have completed the FEMA Emergency Management Institute Independent Study Program 100 and 700 level courses. Must pass the Kentucky State Fire Inspector I and Kentucky State Fire Inspector II test administered by the Division of Fire Prevention within 6 months of

employment. <http://training.fema.gov/is>. Must maintain any required licensure(s), certification (s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs independent facility inspections in a designated area. Evaluates problems encountered during building surveys and provides recommendations. Receives and responds to inquiries and complaints from design professionals, building owners, building officials, fire departments and the general public concerning fire and life safety matters in accordance with established policy. Responds to questions concerning code application and enforcement. Performs code analysis on burned structures in an effort to prevent similar fire occurrences. Performs facility surveys and investigates complaints and fire incidents. Prepares complex, intricate, technical facility reports and investigative reports in determining the cause, origin and circumstances of fires, completes enforcement ready complaint investigations, and submits the reports to the State Fire Marshal's office. Provides testimony during probable cause hearings, grand jury testimony, depositions, trials, pre-trials, prosecutor inquiries, etc. Provides instructive methodology in investigation of fires to fire service and law enforcement for a specific geographic region of the state. Conducts training for departmental employees, health and day care providers, civic organizations, etc. Monitors and maintains computer printouts and inspection records for management. Attends continuing education and training seminars on updated codes, regulations, and state and national standards.

UNIQUE PHYSICAL REQUIREMENTS:

Job duties regularly require walking, climbing stairs and ladders, stretching, bending, lifting, and crawling in attics and other limited spaces.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Frequent travel within assigned inspection territory. Travels with occasional overnight trips. May respond to fire incident scenes at all hours of the day or night.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.