

## Fire Marshal Deputy Equity Justification

Summarizing some of the duties as Deputy Fire Marshal for the Insurance Department from approved JDQs as well as workload staffing documents from 2022, the role centers on the development, maintenance, and implementation of statewide fire prevention programs. This encompasses various responsibilities, including conducting fire prevention inspections as mandated by the North Dakota Century Code and local government agencies, as well as conducting fire and explosion origin and cause investigations. Additionally, Deputy Fire Marshals serve as a resource to local government agencies for fire code guidance and information, and assist with complex fire inspections and investigations when required. Duties also extend to advocating for fire safety within fire departments and the public, and providing court testimony as necessary in criminal or civil actions related to fire investigations or inspections.

After a thorough review of the Fair Labor Standards Act (FLSA) regarding overtime eligibility, it has been conclusively established that our State Deputy Fire Marshals do not meet the criteria outlined for Fire Protection Employees. Consequently, we have classified these positions as non-exempt, warranting the accrual of overtime and compensatory time after surpassing 40 hours per work week.

---

### EXEMPTION REQUIREMENTS

---

#### **§ 553.210 Fire protection activities.**

- (a) As used in sections 7(k) and 13(b)(20) of the Act, the term "any employee \*\*\* in fire protection activities" refers to "an employee, including a firefighter, paramedic, emergency medical technician, rescue worker, ambulance personnel, or hazardous materials worker, who
  - (1) is trained in fire suppression, has the legal authority and responsibility to engage in fire suppression, and is employed by a fire department of a municipality, county, fire district, or State; and
  - (2) is engaged in the prevention, control, and extinguishment of fires or response to emergency situations where life, property, or the environment is at risk."
- (b) Not included in the term "employee in fire protection activities" are the so-called "civilian" employees of a fire department, fire district, or forestry service who engage in such support activities as those performed by dispatchers, alarm operators, apparatus and equipment repair and maintenance workers, camp cooks, clerks, stenographers, etc.

[52 FR 2032, Jan. 16, 1987; 52 FR 2648, Jan. 23, 1987, as amended at 76 FR 18856, Apr. 5, 2011]

Considering the job descriptions of our state deputy fire marshal positions alongside those of four city deputy fire marshal roles and the criteria outlined by the Fair Labor Standards Act (FLSA), I would advise exercising caution when comparing our positions to the City Fire Marshal positions. The positions are alike but because of the reference of having fire suppression training or to provide back up to emergency services, along with some of the minimum qualifications, although not the main role, in their job descriptions, our state deputy positions operate with a different focus compared to the city positions.

We have utilized salary survey data from the National Compensation Association of State Governments (NCASG), which gathers information on comparable positions. I have identified two positions within this dataset that closely align with the Deputy Fire Marshal roles with emphasis of the underlined content being closely related.

**8010-Arson Investigator** - Journey-level work performing a variety of duties related to the enforcement of Arson Law and investigation of suspected arson cases. Duties include: Investigation of fires and explosions of suspect; investigations of deaths resulting from fires or explosions; gathers and prepares evidence for court proceedings; operates investigative tools such as polygraph, breath analysis, fingerprints, cameras, tape recorders, data processing output and chemical analysis to detect and document criminal evidence; Interrogates suspected arsonists and prepares subsequent statements; presents evidence to prosecutors in both written and oral form; testifies in court proceedings; arrests individuals when findings warrant; works with various federal, state and local law enforcement agencies as a team member in order to provide and gain collaborative information; exercises full police powers in assisting other law enforcement agencies in emergency situations. Requires completion of Law Enforcement training as mandated in state statute.

**4600-Investigator** - Journey-level administrative investigation work of suspected fraud, forgery, theft, etc., in public assistance programs. Conducts administrative investigations and evaluates evidence to determine its value in negotiating/securing repayment of funds, supporting administrative action or criminal prosecution.

The Arson Investigator has an actual average salary of 651 incumbents of \$73,986 annually or \$6,165.50 monthly. The Investigator position has an actual average salary of 1,978 incumbents of \$60,734 or \$5,061 monthly.

Based on the comprehensive data reviewed, I propose a reclassification of the Deputy Fire Marshal positions to better align with suitable job families as outlined by HRMS with OMB. These options include Compliance, Inspection, & Investigative Services (SC2001-2006) or Professional Services (SC1301-1304), both of which offer a more accurate reflection of the roles' responsibilities. Presently, Deputy Fire Marshals are categorized within the Program Management (SC1401-1405) job family at grade level 106, a classification that may not fully capture the essence of their duties.

Furthermore, I recommend advancing the Deputy Fire Marshal positions to grade level 107 to provide increased flexibility. Grade level 107 presents a minimum salary range of \$5973, accommodating additional responsibilities while ensuring continuity for Senior Deputies.

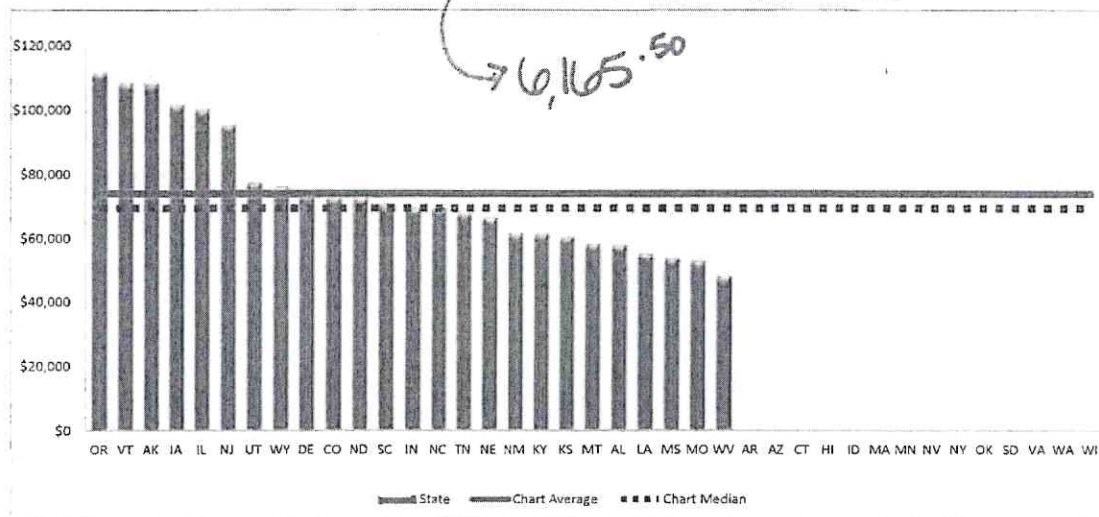
To ensure fair and equitable compensation practices, I propose implementing a formula spread to determine potential offers for incoming new hires. This approach would consider various factors such as years of experience, education, certifications, and tenure as a Fire Marshal, thereby facilitating a comprehensive evaluation process.

Considering the higher level of responsibility associated with city positions, which typically command a minimum range value of \$6,267 monthly or \$75,207 annually, it is imperative to establish a competitive starting salary range of \$6,000-\$6,200 for newly appointed Deputy Fire Marshals. This range would reflect their qualifications and responsibilities, with minimal adjustments beyond meeting the prerequisites for the position.



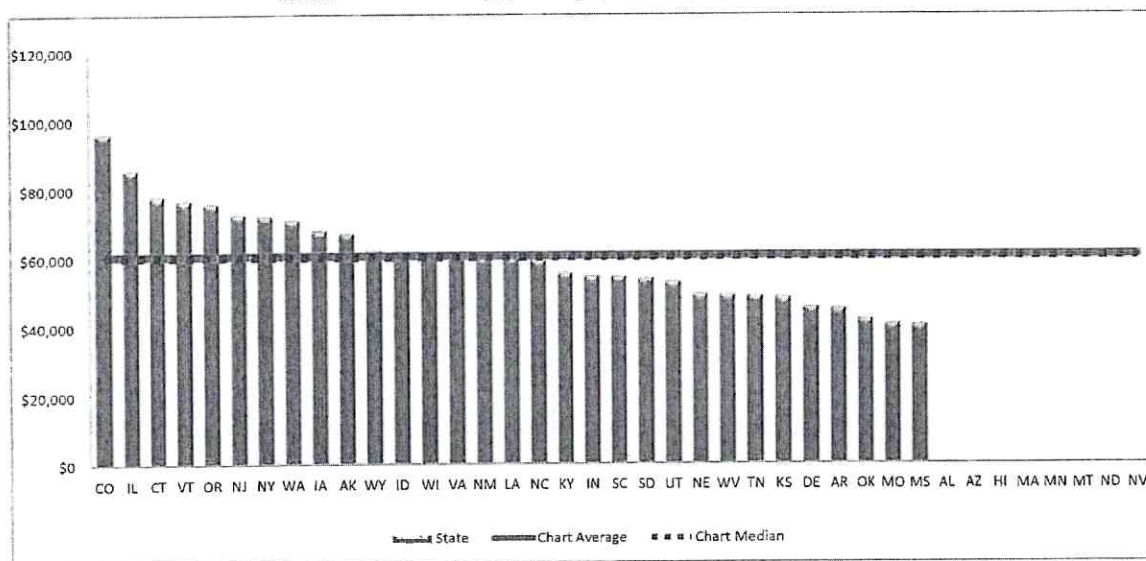
**8010-Arson Investigator** - Journey-level work performing a variety of duties related to the enforcement of Arson Law and investigation of suspected arson cases. Duties include: Investigation of fires and explosions of suspect; investigations of deaths resulting from fires or explosions; gathers and prepares evidence for court proceedings; operates investigative tools such as polygraph, breath analysis, fingerprints, cameras, tape recorders, data processing output and chemical analysis to detect and document criminal evidence; Interrogates suspected arsonists and prepares subsequent statements; presents evidence to prosecutors in both written and oral form; testifies in court proceedings; arrests individuals when findings warrant; works with various federal, state and local law enforcement agencies as a team member in order to provide and gain collaborative information; exercises full police powers in assisting other law enforcement agencies in emergency situations. Requires completion of Law Enforcement training as mandated in state statute.

Responding State's Job Title	# of Incumbents	Actual Average	Actual Lowest	Actual Highest	Pay Range Minimum	Pay Range Maximum	Match Level	State
DEP ST FIRE MARSHAL	19	\$111,579	\$101,184	\$116,496	\$92,076	\$116,496	E	OR
Sergeant	80	\$108,472	\$88,253	\$117,424	\$63,211	\$117,424	E	VT
Deputy Fire Marshall I	4	\$108,342	\$97,698	\$117,437	\$82,618	\$99,320	E	AK
Special Agent 2	153	\$101,652	\$72,738	\$104,645	\$69,618	\$104,545	L	IA
Arson Investigator II	7	\$100,308	\$99,924	\$102,576	\$62,580	\$98,628	H	IL
Fire Investigator	5	\$95,411	\$75,257	\$103,620	\$72,837	\$103,620	H	NJ
Fire Safety Specialist II	7	\$77,438	\$67,725	\$83,262	\$55,827	\$81,515	L	UT
Criminal Investigator	12	\$75,999	\$74,206	\$77,626	\$65,957	\$98,946	E	WY
Deputy Fire Marshall III G750 PG 15	9	\$73,599	\$69,071	\$77,739	\$67,059	\$120,864	E	DE
Criminal Investigator I	91	\$72,720	\$66,180	\$88,592	\$63,348	\$88,692	E	CO
Deputy Fire Marshal I	5	\$72,604	\$65,172	\$75,874	\$59,652	\$99,420	E	NO
Law Enforcement Officer III	5	\$70,702	\$66,700	\$73,370	\$45,530	\$84,241	E	SC
Arson Investigator	11	\$69,340	\$54,600	\$74,516	\$53,222	\$74,516	E	IN
SBI AGENT II	50	\$69,313	\$63,702	\$72,253	\$57,274	\$97,366	H	NC
TBI Fire Investigator	5	\$67,730	\$59,700	\$87,480	\$59,700	\$89,496	E	TN
Fire Marshal Deputy	28	\$66,309	\$49,400	\$85,571	\$49,400	\$85,571	E	NE
STATE FIRE INVESTIGATOR	7	\$61,472	\$31,406	\$75,721	\$31,406	\$85,064	E	NM
Arson Investigator II -CH16	2	\$61,450	\$61,450	\$61,450	\$37,596		E	KY
Fire Investigator - Unclassified	8	\$60,512	\$58,356	\$66,347			E	KS
Fire Inspector 1	9	\$58,136	\$58,136	\$58,136	\$49,227	\$73,840	E	MT
Deputy State Fire Marshal	18	\$57,687	\$48,300	\$75,086	\$48,300	\$81,007	E	AL
State Fire Marshal Senior Deputy	42	\$54,994	\$44,138	\$71,822	\$42,432	\$75,275	E	LA
Fire Marshal 2	16	\$53,537	\$46,342	\$56,555	\$40,286	\$68,739	E	MS
Senior Commissioned Investigator	46	\$52,598	\$50,298	\$62,089	\$33,912	\$75,360	E	MO
Assistant Fire Marshal 2	12	\$47,754	\$44,728	\$55,462	\$35,994	\$66,589	E	WV
STATE FIRE MARSHAL	0				\$69,776	\$101,175	H	AR
NCC								AZ
NCC								CT
NCC								HI
NCC								ID
NCC								MA
NCC								MN
NCC								NV
NCC								NY
NCC								OK
NCC								SD
NCC								VA
NCC								WA
NCC								WI
Incumbents & Averages	651	\$73,986	\$64,627	\$81,650	\$56,354	\$91,159		
Median		\$69,340	\$63,702	\$75,874	\$57,274	\$89,094		



**4600-Investigator** - Journey-level administrative investigation work of suspected fraud, forgery, theft, etc., in public assistance programs. Conducts administrative investigations and evaluates evidence to determine its value in negotiating/securing repayment of funds, supporting administrative action or criminal prosecution.

Responding State's Job Title	# of Incumbents	Actual Average	Actual Lowest	Actual Highest	Pay Range Minimum	Pay Range Maximum	Match Level	State
CRIMINAL INVESTIGATOR II	249	\$96,576	\$80,844	\$113,184	\$80,844	\$113,184	E	CO
Public Aid Investigator	17	\$86,076	\$65,472	\$97,680	\$65,472	\$103,332	E	IL
Social Services Investigator - Fraud and Resource	47	\$78,317	\$71,443	\$85,019	\$65,105	\$81,295	E	CT
Fraud Investigator II	4	\$77,132	\$71,822	\$82,576	\$52,894	\$82,576	E	VT
Investigator 2	1	\$76,200	\$76,200	\$76,200	\$49,860	\$76,200	E	OR
Investigator 2	57	\$73,069	\$59,601	\$84,454	\$59,601	\$84,454	E	NJ
Investigative Specialist 1	94	\$72,639	\$61,270	\$90,657	\$61,270	\$77,912	E	NY
INVESTIGATOR 2	52	\$71,408	\$64,092	\$78,120	\$53,964	\$72,552	E	WA
Investigator 2	57	\$68,296	\$51,272	\$76,336	\$50,253	\$76,336	H	IA
Investigator II	25	\$67,376	\$55,205	\$87,848	\$55,205	\$68,114	H	AK
Investigator	14	\$62,669	\$61,776	\$67,621	\$54,912	\$82,368	E	WY
Fraud Investigator	6	\$62,431	\$54,766	\$72,259	\$52,042	\$104,104	E	ID
Economic Support QA Specialist Advanced	28	\$62,066	\$58,635	\$70,200	\$45,011	\$121,140	E	WI
Claims Adjusters Examiners & Investigators/Com	484	\$61,826	\$31,835	\$124,971			E	VA
STATE INVESTIGATOR	73	\$60,426	\$52,957	\$69,970	\$46,591	\$74,545	E	NM
Fraud Investigator 2	14	\$60,412	\$51,210	\$69,638	\$43,784	\$78,790	E	LA
HUMAN SERVICES PROGRAM CONSULTANT I	240	\$59,719	\$47,959	\$70,041	\$49,158	\$86,026	H	NC
Program Investigative Officer II	30	\$55,930	\$50,401	\$62,034	\$41,872		E	KY
Program Director 2	9	\$54,973	\$49,588	\$59,972	\$47,320	\$66,222	E	IN
Investigator III	70	\$54,818	\$43,800	\$67,200	\$37,860	\$70,054	H	SC
Investigator	16	\$54,332	\$48,921	\$62,702	\$46,061	\$69,062	E	SD
Compliance Agent II	102	\$53,312	\$49,920	\$72,072	\$48,464	\$72,779	E	UT
DHHS Fraud Investigator	11	\$49,773	\$43,222	\$63,715	\$43,222	\$63,715	E	NE
Investigator 2	35	\$49,525	\$36,607	\$61,852	\$35,994	\$66,589	E	WV
DHS Investigative Specialist	24	\$49,163	\$42,924	\$55,476	\$42,504	\$63,600	E	TN
Special Investigator - Unclassified	120	\$48,771	\$34,398	\$84,161			E	KS
Investigator II 35 PG 11	38	\$45,967	\$45,453	\$49,835	\$39,654	\$59,480	E	DE
FRAUD INVESTIGATOR	3	\$45,541	\$40,781	\$49,339	\$36,155	\$52,425	H	AR
Social Services Inspector	38	\$42,357	\$41,875	\$48,380	\$33,440	\$61,307	E	OK
Non-Commissioned Investigator	4	\$40,933	\$40,933	\$40,933	\$33,912	\$57,984	E	MO
Investigator II	16	\$40,715	\$33,600	\$45,000	\$33,600	\$57,330	E	MS
NCC								AL
NCC								AZ
NCC								HI
NCC								MA
NCC								MN
NCC								MT
NCC								ND
NCC								NV
Incumbents & Averages	1,978	\$60,734	\$52,219	\$72,240	\$48,484	\$76,553		
Median		\$60,412	\$50,401	\$70,041	\$47,320	\$73,662		





## JOB CLASS DESCRIPTION

63,63.08 monthly  
Page 1 of 5



Job Class: Deputy Fire Marshal
Department: Fire Department
Supervisor: Assistant Fire Chief – Fire Marshal
FLSA Status: Nonexempt
Grade: 15
Revision Date: February 2018
Prepared by: Trusight – amended by Chief Dirksen

### **Job Summary:**

Under limited supervision, performs arson investigations; new and existing construction inspections, performs reviews of building construction plans; investigates fires to determine cause and origin; educates the public in fire safety and fire prevention code requirements' presents educational programs at school and other events; may perform other duties as assigned. Incumbents are also responsible for instructing and leading others in taking corrective action to handle dangerous or potentially dangerous situations. Act as the department Public Information Officer.

### **Scope of Responsibility:**

The Fire Inspector/Investigator works independently and as part of the Fire Prevention Bureau team. When acting in a back-up role for Assistant Fire Chief/Fire Marshal, incumbents may supervise other Fire Inspector/Investigators. Makes budget recommendations and is responsible for care and safe operation of the assigned office and department equipment of a high monetary value.

### **Essential Duties and Responsibilities:**

Under supervision of the Assistant Chief/Fire Marshal, performs inspections of new construction and existing commercial and residential dwellings and provides information and advice to building/home owners, contractors, engineers, etc. to ensure compliance with the national and local fire safety standards, codes and laws. Provides public education regarding fire prevention.

#### **Essential Duties**

- 1 Reviews plans submitted for residential and commercial construction/remodel projects to ensure compliance with all applicable codes.
  - 1.1 Conducts in-depth research on hazards, storage, institutional requirements, and various specialized requirements;
  - 1.2 Provides advice to the public, contractors and designers on code and fire prevention related items.
  - 1.3 Participates and observes tests of alarms, sprinklers, and other fire protection systems and equipment to insure proper installation, operation and compliance with all applicable fire safety codes; resolve life safety issues and maintain documentation.
  - 1.4 Identify inadequacies found in construction plans, reports, and calculations, and require corrections.
- 2 During the absence of the Assistant Chief - Fire Marshal, the Fire Inspector/Investigator fills this Fire Prevention Bureau position; may fill in for Assistant Chief - Fire Marshal for a two month or other periods, or on a daily basis, depending on the assignments of the Assistant Chief - Fire Marshal
- 3 Conducts field inspections of existing occupancies on an annual or as needed basis as determined by the Assistant Chief - Fire Marshal, prepares reports of findings and issues

## JOB CLASS DESCRIPTION

Page 2 of 5

violation notices as required. Receives and responds to complaints of code violations, conducts field inspection to verify and determine the nature of violation, prepares and issues violation notices as required.

- 3.1 Maintains records of field inspection activities, completes reports of inspected occupancies and all incidental enforcement work and submits reports to supervisor.
- 3.2 Enforces all laws, regulations and codes, to provide security, detect violators, and develop positive relationships with residents, business, schools, contractors, and vendors
- 4 Performs code development and interpretation of codes.
  - 4.1 Maintains expertise in codes;
  - 4.2 Responds to code questions from the city staff and general public
  - 4.3 Directs police and code enforcement personnel with the education of city fire ordinances.
- 5 Performs technical inspections of tanks (including underground), alarm systems, hazardous materials, college labs, and gas tests etc.
  - 5.1 Observes the installation and/or testing of equipment and systems to ensure proper and safe function;
  - 5.2 Informs contractor of deficiencies as necessary.
- 6 Performs follow-up inspections and communications in situations where firefighter crews do not obtain compliance from contractor or property owner.
  - 6.1 Discusses the situation and provides suggestions to the contractor/property owner;
  - 6.2 Continues to follow-up until situation is resolved, or if unresolved, turns the situation over to the City Attorney;
  - 6.3 Represents the Fire Department in Court when necessary.
- 7 Investigates cause and origin of fires at fire scenes.
  - 7.1 Conducts systematic investigation of origin of fire; directs crews at site to assist with investigations;
  - 7.2 Interviews witnesses, residents, etc.;
  - 7.3 Takes photographs and collects evidence ensuring chain-of-custody is preserved;
  - 7.4 Determines cause and prepares and submits report;
  - 7.5 Works with Police Department to send evidence to State Lab and to turn over arson cases to PD.
  - 7.6 Testifies in trials, hearings, and depositions;
- 8 Communicates and maintains working relationships with others in carrying out job functions.
  - 8.1 Frequently interacts with others in the work unit to exchange detailed and/or technical information;
  - 8.2 Frequently interacts with the public, vendors or across city departments to exchange detailed and/or technical information;
  - 8.3 Interaction with the public, vendors or across city departments occasionally includes negotiations involving convincing the other party to do something to achieve a basic work related objective;
  - 8.4 Represents the department in a variety of forums and initiatives, including regional fire department collaborations, city government committees and neighborhood projects;
  - 8.5 Participates as a team member with other department members, city departments, and citizens to identify and prioritize problems, develop and implement solutions, and evaluate results; organizes resources within the community, the fire department and other



## JOB CLASS DESCRIPTION

Page 3 of 5

- agencies to reduce risk and meet the appropriate needs of the community; works toward building partnerships with citizens, service providers, and other agencies;
- 8.6 Contacts complainants, victims, witnesses and other to get feedback and assess citizen satisfaction with services or treatment citizens and visitors received from the fire department.
- 9 Develops and conducts public education programs on Fire Prevention.
- 9.1 Participates in developing public relations programs including videos and billboards;
- 9.2 Develops and delivers school programs and other presentations to the public;
- 10 Meets with contractors, architects, others as issues come up at construction sites to provide advice on code requirements and fire prevention information.

### ***Special Assignment Working Conditions***

The position is exposed to potentially hazardous conditions such as electrical shock, explosions, toxic gases and chemicals at construction sites, underground tank removal sites, and during inspections of chemical labs, gas stations, etc.

### **Minimum Qualifications:**

The job requires an associate's degree and five years' experience as a Fargo firefighter, or a bachelor degree from an accredited college/university with three years' experience as a Fargo Firefighter.

Incumbents are required to maintain specified continuing education training hours and ongoing certifications including annual physical agility test, medical/physical exams, Emergency Medical Technician, and others. A valid driver's license is also required.

### ***Knowledge, skills and abilities include:***

- Knowledge of current fire service/operation methods, techniques, procedures and concepts;
- Knowledge of current firefighting equipment and methods;
- Knowledge of local, state and federal laws rules, regulations and codes relating to fire suppression and prevention and emergency response activities;
- Knowledge of building construction techniques, methods and materials;
- Knowledge of national and state codes and laws such as International Fire Code, and other related codes to adequately interpret and apply it to inspection of buildings, etc.;
- Knowledge of human resource management practices such as training, discipline, delegation, etc.;
- Knowledge of fire investigation techniques and procedures;
- Knowledge of fire protection engineering relating to hydraulics and fire detection systems;
- Skills in oral and written communications
- Skill in performing fire suppression and emergency response activities including operation and maintenance of various firefighting equipment;
- Skill in organizing work and delegating assignments;
- Skill in performing manual tasks requiring mechanical aptitude such as minor repair to motorized equipment;
- Skill in manual tasks requiring strength, endurance and coordination;
- Skill in communications, interpersonal skills as applied to interaction with coworkers, supervisor, the public and elected officials;



## JOB CLASS DESCRIPTION

Page 4 of 5

- Skill in performing inspections including using equipment, identifying deficiencies and interpreting and applying codes;
- Skill in written English sufficient to read manuals, code books and other printed materials and to write reports, complete documents and issue permits;
- Skill in basic mathematical computation sufficient to calculate fees, payments, etc.;
- Ability to operate office, photography and firefighting equipment;
- Ability to speak effectively before groups and to make favorable presentations,
- Ability to analyze computerized data and operate computerized data entry and retrieval systems.
- Ability to supervise personnel in a manner conducive to efficient performance and high morale;
- Ability to establish and maintain effective working relationships with others.
- Ability to perform hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilate roofs or walls using power or hand tools, force entry while wearing protective ensembles including SCBA.
- Ability to climb ladders, operate from heights, walk or crawl in dark narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines and other hazards.
- Ability to function as a team member, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers).
- Ability to maintain certification through the National Registry of Emergency Medical Technicians.

### **Physical Demands & Working Conditions:**

Work involves calls to emergency situations. There is regular exposure to very disagreeable working conditions such as fumes, fire, smoke, extreme weather conditions including ice, snow, extreme high and low temperatures, humidity, rain, dirt, mud. The work involves exposure to hazardous conditions such as toxic chemicals, slippery conditions, working in traffic areas and adverse road conditions. While at emergency scenes, incumbent may have exposure to injury, trauma, blood-borne pathogens, traffic accidents, and visual and emotional trauma. Incumbent is required to take appropriate safety precautions and wear protective equipment.

While wearing personal protective equipment, including SCBA, perform firefighting tasks (e.g. hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions including working in extremely hot or cold environments for prolonged time periods. While wearing personal protective equipment, including SCBA incumbents must be able to stand, climb ladders, balance, kneel, stoop, crouch, crawl and reach; to walk or run on uneven surfaces; and to drag up to 200 pounds for a distance of 50 feet. There is fingering, grasping, feeling, talking, hearing/listening, seeing/observing, occasional lifting, pushing or pulling of up to 100 pounds, frequent lifting, pushing or pulling of up to 50 pounds and regular moving of objects up to 20 pounds. Moderate attention to detail and deadlines is required in completing reports and paperwork. Working 8 to 10 hour days is required, up to 40 hours a week, where sleep periods are subject to disruption.

Incumbents must be able to perform the following physical demands: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing.

**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.

## JOB CLASS DESCRIPTION

Page 5 of 5

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.



2024  
City of Fargo  
Pay Ranges

	Point Min	Point Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Approx Step Value
1	125	133	Hourly	\$12.51	\$12.88	\$13.24	\$13.62	\$14.00	\$14.38	\$14.75	\$15.11	\$15.51	\$15.87	\$16.24	\$0.35
			Bi-weekly	1001	1030	1059	1090	1120	1150	1180	1209	1241	1270	1299	
			Monthly	2,168	2,233	2,295	2,361	2,427	2,493	2,557	2,619	2,688	2,751	2,815	
			Annual	26,021	26,790	27,539	28,330	29,120	29,910	30,680	31,429	32,261	33,010	33,779	
2	134	143	Hourly	\$13.50	\$13.88	\$14.31	\$14.73	\$15.11	\$15.54	\$15.92	\$16.35	\$16.75	\$17.13	\$17.54	\$0.39
			Bi-weekly	1,080	1,110	1,145	1,178	1,209	1,243	1,274	1,308	1,340	1,370	1,403	
			Monthly	2,340	2,406	2,480	2,553	2,619	2,694	2,759	2,834	2,903	2,969	3,040	
			Annual	28,080	28,870	29,765	30,638	31,429	32,323	33,114	34,008	34,840	35,630	36,483	
3	144	154	Hourly	\$14.59	\$15.02	\$15.47	\$15.88	\$16.32	\$16.77	\$17.20	\$17.63	\$18.07	\$18.50	\$18.95	\$0.42
			Bi-weekly	1,167	1,202	1,238	1,270	1,306	1,342	1,376	1,410	1,446	1,480	1,516	
			Monthly	2,529	2,603	2,681	2,753	2,829	2,907	2,981	3,056	3,132	3,207	3,285	
			Annual	30,347	31,242	32,178	33,030	33,946	34,882	35,776	36,670	37,586	38,480	39,416	
4	155	166	Hourly	\$15.75	\$16.22	\$16.69	\$17.14	\$17.63	\$18.09	\$18.60	\$19.04	\$19.54	\$19.99	\$20.47	\$0.46
			Bi-weekly	1,260	1,298	1,335	1,371	1,410	1,447	1,488	1,523	1,563	1,599	1,638	
			Monthly	2,730	2,811	2,893	2,971	3,056	3,136	3,224	3,300	3,387	3,465	3,548	
			Annual	32,760	33,738	34,715	35,651	36,670	37,627	38,688	39,603	40,643	41,579	42,578	
5	167	178	Hourly	\$16.99	\$17.51	\$18.03	\$18.52	\$19.02	\$19.56	\$20.04	\$20.58	\$21.08	\$21.60	\$22.10	\$0.48
			Bi-weekly	1,359	1,401	1,442	1,482	1,522	1,565	1,603	1,646	1,686	1,728	1,768	
			Monthly	2,945	3,035	3,125	3,210	3,297	3,390	3,474	3,567	3,654	3,744	3,831	
			Annual	35,339	36,421	37,502	38,522	39,562	40,685	41,683	42,806	43,846	44,928	45,968	
6	179	192	Hourly	\$18.37	\$18.91	\$19.44	\$20.01	\$20.57	\$21.12	\$21.66	\$22.24	\$22.78	\$23.32	\$23.86	\$0.52
			Bi-weekly	1,470	1,513	1,555	1,601	1,646	1,690	1,733	1,779	1,822	1,866	1,909	
			Monthly	3,184	3,278	3,370	3,468	3,565	3,661	3,754	3,855	3,949	4,042	4,136	
			Annual	38,210	39,333	40,435	41,621	42,786	43,930	45,053	46,259	47,382	48,506	49,629	
7	193	206	Hourly	\$19.84	\$20.43	\$21.02	\$21.62	\$22.22	\$22.81	\$23.41	\$24.00	\$24.60	\$25.19	\$25.78	\$0.57
			Bi-weekly	1,587	1,634	1,682	1,730	1,778	1,825	1,873	1,920	1,968	2,015	2,062	
			Monthly	3,439	3,541	3,643	3,747	3,851	3,954	4,058	4,160	4,264	4,366	4,469	
			Annual	41,267	42,494	43,722	44,970	46,218	47,445	48,693	49,920	51,168	52,395	53,622	
8	207	222	Hourly	\$21.43	\$22.06	\$22.71	\$23.35	\$24.00	\$24.63	\$25.28	\$25.93	\$26.57	\$27.21	\$27.86	\$0.62
			Bi-weekly	1,714	1,765	1,817	1,868	1,920	1,970	2,022	2,074	2,126	2,177	2,229	
			Monthly	3,715	3,824	3,936	4,047	4,160	4,269	4,382	4,495	4,605	4,716	4,829	
			Annual	44,574	45,885	47,237	48,568	49,920	51,230	52,582	53,934	55,266	56,597	57,949	
9	223	239	Hourly	\$23.15	\$23.82	\$24.52	\$25.22	\$25.91	\$26.61	\$27.33	\$28.01	\$28.67	\$29.36	\$30.09	\$0.67
			Bi-weekly	1,852	1,906	1,962	2,018	2,073	2,129	2,186	2,241	2,294	2,349	2,407	
			Monthly	4,013	4,129	4,250	4,371	4,491	4,612	4,737	4,855	4,969	5,089	5,216	
			Annual	48,152	49,546	51,002	52,458	53,893	55,349	56,846	58,261	59,634	61,069	62,587	
10	240	257	Hourly	\$24.98	\$25.71	\$26.48	\$27.25	\$27.99	\$28.71	\$29.49	\$30.22	\$30.99	\$31.73	\$32.50	\$0.72
			Bi-weekly	1,998	2,057	2,118	2,180	2,239	2,297	2,359	2,418	2,479	2,538	2,600	
			Monthly	4,330	4,456	4,590	4,723	4,852	4,976	5,112	5,238	5,372	5,500	5,633	
			Annual	51,958	53,477	55,078	56,680	58,219	59,717	61,339	62,858	64,459	65,998	67,600	

2024  
City of Fargo  
Pay Ranges

Grade	Point Min	Point Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Approx. Ster Valu.
11	258	276	Hourly	\$26.94	\$27.81	\$28.61	\$29.44	\$30.21	\$31.03	\$31.85	\$32.65	\$33.45	\$34.30	\$35.07	\$0.78
			Bi-weekly	2,155	2,225	2,289	2,355	2,417	2,482	2,548	2,612	2,676	2,744	2,806	
			Monthly	4,670	4,820	4,959	5,103	5,236	5,379	5,521	5,659	5,798	5,945	6,079	
			Annual	56,035	57,845	59,509	61,235	62,837	64,542	66,248	67,912	69,576	71,344	72,946	
12	277	297	Hourly	\$29.15	\$30.04	\$30.87	\$31.77	\$32.64	\$33.51	\$34.39	\$35.26	\$36.15	\$37.03	\$37.89	\$0.85
			Bi-weekly	2,332	2,403	2,470	2,542	2,611	2,681	2,751	2,821	2,892	2,962	3,031	
			Monthly	5,053	5,207	5,351	5,507	5,658	5,808	5,961	6,112	6,266	6,419	6,568	
			Annual	60,632	62,483	64,210	66,082	67,891	69,701	71,531	73,341	75,192	77,022	78,811	
13	298	319	Hourly	\$31.46	\$32.45	\$33.34	\$34.33	\$35.24	\$36.21	\$37.13	\$38.09	\$39.02	\$39.98	\$40.92	\$0.89
			Bi-weekly	2,517	2,596	2,667	2,746	2,819	2,897	2,970	3,047	3,122	3,198	3,274	
			Monthly	5,453	5,625	5,779	5,951	6,108	6,276	6,436	6,602	6,763	6,930	7,093	
			Annual	65,437	67,496	69,347	71,406	73,299	75,317	77,230	79,227	81,162	83,158	85,114	
14	320	343	Hourly	\$33.98	\$35.02	\$36.02	\$37.06	\$38.08	\$39.08	\$40.13	\$41.13	\$42.16	\$43.17	\$44.20	\$0.98
			Bi-weekly	2,718	2,802	2,882	2,965	3,046	3,126	3,210	3,290	3,373	3,454	3,536	
			Monthly	5,890	6,070	6,243	6,424	6,601	6,774	6,956	7,129	7,308	7,483	7,661	
			Annual	70,678	72,842	74,922	77,085	79,206	81,286	83,470	85,550	87,693	89,794	91,936	
15	344	369	Hourly	\$36.71	\$37.80	\$38.91	\$40.01	\$41.12	\$42.21	\$43.33	\$44.41	\$45.53	\$46.61	\$47.74	\$1.06
			Bi-weekly	2,937	3,024	3,113	3,201	3,290	3,377	3,466	3,553	3,642	3,729	3,819	
			Monthly	6,363	6,552	6,744	6,935	7,127	7,316	7,511	7,698	7,892	8,079	8,275	
			Annual	76,357	78,624	80,933	83,221	85,530	87,797	90,126	92,373	94,702	96,949	99,299	
16	370	397	Hourly	\$39.63	\$40.84	\$42.03	\$43.21	\$44.40	\$45.58	\$46.79	\$47.98	\$49.15	\$50.33	\$51.53	\$1.15
			Bi-weekly	3,170	3,267	3,362	3,457	3,552	3,646	3,743	3,838	3,932	4,026	4,122	
			Monthly	6,869	7,079	7,285	7,490	7,696	7,901	8,110	8,317	8,519	8,724	8,932	
			Annual	82,430	84,947	87,422	89,877	92,352	94,806	97,323	99,798	102,232	104,686	107,182	
17	398	426	Hourly	\$42.83	\$44.09	\$45.37	\$46.70	\$47.97	\$49.25	\$50.53	\$51.84	\$53.10	\$54.38	\$55.66	\$1.24
			Bi-weekly	3,426	3,527	3,630	3,736	3,838	3,940	4,042	4,147	4,248	4,350	4,453	
			Monthly	7,424	7,642	7,864	8,095	8,315	8,537	8,759	8,986	9,204	9,426	9,648	
			Annual	89,086	91,707	94,370	97,136	99,778	102,440	105,102	107,827	110,448	113,110	115,773	
18	427	458	Hourly	\$46.23	\$47.64	\$49.00	\$50.41	\$51.81	\$53.18	\$54.58	\$55.96	\$57.34	\$58.74	\$60.10	\$1.33
			Bi-weekly	3,698	3,811	3,920	4,033	4,145	4,254	4,366	4,477	4,587	4,699	4,808	
			Monthly	8,013	8,258	8,493	8,738	8,980	9,218	9,461	9,700	9,939	10,182	10,417	
			Annual	96,158	99,091	101,920	104,853	107,765	110,614	113,526	116,397	119,267	122,179	125,008	
19	459	493	Hourly	\$49.94	\$51.45	\$52.95	\$54.43	\$55.93	\$57.44	\$58.92	\$60.46	\$61.90	\$63.42	\$64.92	\$1.42
			Bi-weekly	3,995	4,116	4,236	4,354	4,474	4,595	4,714	4,837	4,952	5,074	5,194	
			Monthly	8,656	8,918	9,178	9,435	9,695	9,956	10,213	10,480	10,729	10,993	11,253	
			Annual	103,875	107,016	110,136	113,214	116,334	119,475	122,554	125,757	128,752	131,914	135,034	
20	494	530	Hourly	\$53.33	\$54.92	\$56.52	\$58.12	\$59.73	\$61.29	\$62.93	\$64.53	\$66.12	\$67.71	\$69.32	\$1.53
			Bi-weekly	4,266	4,394	4,522	4,650	4,778	4,903	5,034	5,162	5,290	5,417	5,546	
			Monthly	9,244	9,519	9,797	10,074	10,353	10,624	10,908	11,185	11,461	11,736	12,015	
			Annual	110,926	114,234	117,562	120,890	124,238	127,483	130,894	134,222	137,530	140,837	144,186	



2024  
City of Fargo  
Pay Ranges

**DEPUTY FIRE MARSHAL & FIRE CAPTAIN - TRAINING**

Grade	Point Min	Point Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
15F	344	369	Hourly	\$36.71	\$37.80	\$38.91	\$41.12	\$43.33	\$45.53	\$46.61	\$47.74	\$48.83
(2080 hrs)			Bi-weekly	2,937	3,024	3,113	3,290	3,466	3,642	3,729	3,819	3,906
			Monthly	6,363	6,552	6,744	7,127	7,511	7,892	8,079	8,275	8,464
			Annual	76,357	78,624	80,933	85,530	90,126	94,702	96,949	99,299	101,566

**FIRE BATTALION CHIEF**

Grade	Point Min	Point Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
17F	398	426	Hourly	\$42.83	\$44.09	\$45.37	\$47.97	\$50.53	\$53.10	\$55.66	\$58.24	\$60.82
(2080 hrs)			Bi-weekly	3,426	3,527	3,630	3,838	4,042	4,248	4,453	4,659	4,866
			Monthly	7,424	7,642	7,864	8,315	8,759	9,204	9,648	10,095	10,542
			Annual	89,086	91,707	94,370	99,778	105,102	110,448	115,773	121,139	126,506
17X	398	426	Hourly	\$30.57	\$31.49	\$32.45	\$34.28	\$36.12	\$37.94	\$39.76	\$41.60	\$43.43
(2912 hrs)			Bi-weekly	3,424	3,527	3,634	3,839	4,045	4,249	4,453	4,659	4,864
			Monthly	7,418	7,642	7,875	8,319	8,765	9,207	9,648	10,095	10,539
			Annual	89,020	91,699	94,494	99,823	105,181	110,481	115,781	121,139	126,468

**ASSISTANT FIRE CHIEF**

Grade	Point Min	Point Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
49A	530		Hourly	\$53.33	\$54.92	\$56.52	\$59.73	\$62.93	\$66.12	\$69.32	\$72.51
(2080 hrs)			Bi-weekly	4,266	4,394	4,522	4,778	5,034	5,290	5,546	5,801
			Monthly	9,244	9,519	9,797	10,353	10,908	11,461	12,015	12,568
			Annual	110,926	114,234	117,562	124,238	130,894	137,530	144,186	150,821

City of Grand Forks (ND)  
Deputy Fire Marshal

CLASS CODE	2037	SALARY	\$77,214.02 Annually
REVISION DATE	December 15, 2023		61434

**Definition**

Under the direction of the fire marshal, conducts new construction and existing building inspections, performs reviews of building construction plans; investigates fires to determine cause and origin; performs arson investigations; educates the public in fire safety and fire prevention code requirements; presents educational programs at schools and other events; acts as the department public information officer; instructs and leads others in taking corrective action to handle dangerous or potentially dangerous situations. Performs other duties as assigned.

**Essential and Marginal Function Statements and Scope of Work**

**Essential Functions:**

1. Conducts field inspections of existing occupancies on an annual or as needed basis as determined by the fire marshal; enforces all regulations and codes and develops positive relationships with residents, businesses, schools, contractors and vendors; prepares reports of findings and issues violation notices as required; receives and responds to complaints of code violations, conducts field inspection to verify and determine the nature of violation, prepares and issues violation notices as required; maintains records of field inspection activities.
2. Reviews plans submitted for residential and commercial construction/remodel projects to ensure compliance with all applicable codes; identify inadequacies found in construction plans, reports, calculations, and requires corrections; conducts in-depth research on hazards, storage, institutional requirements, and various specialized requirements; provides advice to the public, contractors and designers on code and fire prevention related items; participates and observes tests of alarms, sprinklers, and other fire protection systems and equipment to ensure proper installation/operation and compliance with all applicable fire safety codes; resolve life safety issues and maintain documentation.
3. Assist with training fire suppression crew in conducting fire prevention inspections; performs follow-up inspections and communications in situations where firefighter crews do not obtain compliance from contractor or property owner; discusses the situation and provides suggestions to the contractor/property owner; continues to follow-up until situation is resolved, or if unresolved, turns the situation over to the fire marshal; represents the fire department in court when necessary.
4. Performs technical inspections of tanks (including underground), fire protection systems, hazardous materials, college labs, and gas tests etc.; observes the installation and/or testing of equipment and systems to ensure proper and safe function; informs contractor of deficiencies, as necessary.
5. Investigates cause and origin of fires at fire scenes; conducts systematic investigation of origin of fire; directs crews at site to assist with investigations; interviews witnesses, residents, etc.; takes photographs and collects evidence ensuring chain-of-custody is preserved; determines cause and prepares and submits report; works with



law enforcement to send evidence to the state lab and to turn over arson cases to law enforcement; testifies in trials, hearings, and depositions.

6. Develops and conducts public education programs on fire prevention; participates in developing public relations programs including social media, videos, and billboards; develops and delivers school programs and other presentations to the public.

7. Assists with code development and interpretation of codes; maintains expertise in codes; responds to code questions from city staff and the public; educates police and code enforcement personnel regarding city fire ordinances.

8. Communicates and maintains working relationships with others in carrying out job functions; frequently interacts with others in the work unit to exchange detailed and/or technical information; frequently interacts with the public, vendors or across city departments to exchange detailed and/or technical information.

9. Interaction with the public, vendors or across city departments; represents the department in a variety of forums and initiatives, including regional fire department collaborations, city government committees and neighborhood projects; participates as a team member with other department members, city departments, and citizens to identify and prioritize problems, develop and implement solutions, and evaluate results; organizes resources within the community, the fire department and other agencies to reduce risk and meet the appropriate needs of the community; works toward building partnerships with citizens, service providers, and other agencies; contacts complainants, victims, witnesses and others to get feedback and assess citizen satisfaction.

10. Wears proper protective equipment when policy requires, or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work; when potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner; supplement fire suppression division in times of extreme staffing shortages and emergencies.

11. During the absence of the fire marshal, the deputy fire marshal fills this fire prevention bureau position.

12. Performs other duties and activities as assigned.

#### **Marginal Functions:**

1. During times of staffing shortages or large emergencies, deputy fire marshal position may be required to supplement the fire suppression division and function in a variety of capacities which includes those that require the use of structural firefighting PPE and a self-contained breathing apparatus (SCBA).

#### **Qualifications (Knowledge, Skills, and Abilities)**

**Knowledge:** Principles of current fire service/operation methods, techniques, procedures and concepts; knowledge of current firefighting equipment and methods; local, state and federal laws, rules, regulations and codes relating to fire suppression and prevention and emergency response activities; building construction techniques, methods and materials; national and state codes and laws such as International Fire Code, and other related codes to adequately interpret and apply it to inspection of buildings, etc.; human resource management practices such as training, discipline, delegation, etc.; fire investigation techniques and procedures; fire protection engineering relating to hydraulics and fire detection systems.

**Skills:** Communicate clearly and concisely, both orally and in writing utilizing the English language; establish and maintain effective working relationships with those contacted in the course of employment; computer skills including the ability to learn and understand current and new computer programs; basic mathematical computation sufficient to calculate fees, payments, etc.; maintain necessary skills to perform all tasks associated with the deputy fire marshal position; performing fire suppression and emergency response activities; performing manual tasks requiring mechanical aptitude such as minor repair to motorized equipment; manual tasks requiring strength, endurance and coordination.

**Abilities:** Maintain cooperative working relationships and function effectively as a member of a team; mechanical aptitude to understand a variety of firefighting equipment and apparatus; quickly respond and work productively under a variety of hazardous conditions; participate in public education and fire code enforcement activities; interpret, explain and enforce city and department policies and procedures; achieve and maintain appropriate certification levels; understand and follow oral and written instructions; understand the English language, written and spoken; work independently in the absence of supervision; maintain mental and physical conditioning to meet the environmental and physical working conditions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

## **Experience and Training Guidelines**

### **Experience:**

Four years of service within the GFFD.

### **Education and Training:**

Meet the education and training requirements for the deputy fire marshal as outlined by the GFFD's promotional matrix. Must have completed the ICC inspector II designation within two years of accepting the position.

### **License or Certificate:**

Must have a valid driver's license.

Meet the appropriate certifications as defined in the GFFD's promotional matrix.

## **Other Requirements**

### **Supervisory Controls:**

The Fire Marshal assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### **Guidelines:**

Guidelines include the International Fire Code, NFPA codes, North Dakota Century Codes, city codes, ASME and ASTM codes, city and fire department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### **Complexity/Scope of Work:**

The work consists of varied building inspection, code enforcement, fire investigation, and fire prevention functions. The necessity of responding to dangerous and complex fire scenes contributes to the complexity of the position. The purpose of this position is to participate in the department's fire prevention and code enforcement functions. Success in this position contributes to the safety of community life and property.

### **Contacts:**

Contacts are typically with co-workers, other city personnel, architects, building contractors, state Fire Marshals, private fire investigators, building owners, developers, and members of the general public.

Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons.

### **Physical Demands/Work Environment:**

During normal station and working environments, flexible workdays are required typically 40 hours a week. Sleep periods are subject to disruption if an emergency call back is necessary. While at emergency scenes working conditions can include exposure to extreme heat, cold, hazardous or toxic atmospheres, noise, dust, grease, smoke, fumes, gases, explosives, potentially hazardous chemicals, electrical energy, potentially hostile environments, waste and infectious materials, human or animal body fluids; work at extreme heights; work in confined spaces; work in extremes of inclement weather; essential and marginal functions may require maintaining physical condition necessary for standing and walking for prolonged periods of time; heavy or moderate lifting; bending, stooping, kneeling, crawling; climbing with both legs and arms; operating motorized equipment and vehicle. While wearing personal protective equipment, including SCBA, perform firefighting tasks such as hose-line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand

tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions including working in extremely hot or cold environments for prolonged time periods. While wearing personal protective equipment, including SCBA incumbents must be able to stand, climb ladders, balance, kneel, stoop, crouch, crawl, and reach; to walk or run on uneven surfaces; and to drag up to 200 pounds for extended distances.

**Light Work:** Physical demands are normally those associated with light work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Supervisory Responsibilities:**

This position may have functional supervision over assigned personnel.



# FIRE MARSHAL

Dickinson's  
no longer  
though.

## POSITION SUMMARY

Under direction of the Fire Chief, supervises and coordinates the fire prevention and inspection activities of the Fire Department; including fire investigation activities; reviews plans and specifications for buildings and fire protection systems; coordinates assigned activities with other divisions, departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Fire Chief. This position serves as Officer in Charge (OIC) on a rotating basis and is subject to emergency call while on and off duty. Subject to staff assignment in training and operations.

## RESPONSIBILITIES

### **Essential Duties (4D):**

- Performs fire code compliance inspections and coordinates the fire inspection program. Provides technical assistance with field inspections. Interprets codes; determines how inspections will be conducted. Reviews plans for new construction and installation of fire protection equipment for compliance with fire and life safety regulations.
- Responsible as assigned for training of Fire Department personnel. Responsible for directing the activities of the Fire Department in the absence of the Fire Chief and Assistant Fire Chief.
- Develops, delivers, and coordinates fire prevention community programs.
- Updates fire code compliance files and records. Prepares reports of inspections and public education activities.
- Performs emergency response and fire investigation duties. Participates in night duty rotation, and performs officer in charge duties as assigned.
- Assures accurate completion of pre plans and field inspections.
- Maintains working knowledge of ISO rating system and the department's current rating criteria.
- Performs other duties of a similar nature or level.

### **Knowledge, Skills and Abilities: (position requirements at entry):**

- Thorough knowledge of modern fire prevention, suppression, and Public Education Practices and Procedures.
- Knowledge of fire protection principles and systems.
- Knowledge of International Fire and Building Codes and Dickinson Municipal Code.
- Knowledge of education methodology;
- Ability to read and interpret schematic diagrams and blueprints;
- Ability to maintain accurate files and records;
- Knowledge of City geography and street locations;
- Skilled in interviewing and investigative techniques;
- Ability to use a variety of office equipment and related applications.

### **Judgment/Decision Making (5D):**

# **FIRE MARSHAL**

- Develops strategic direction, goals, plans and policies for the department with the final approval from the Fire Chief.
- Sets goals and objectives and is accountable for overall results in respective area of responsibility.
- Requires a high level of independent judgment and problem solving of complex problems. Errors in judgment could jeopardize the viability of one or more departments.

## **RELATIONSHIPS**

### **Leadership/Supervisory Responsibilities (4D):**

- Manages staff through supervisors and has some human resource responsibilities for direct reports. Organizes and directs the work activities of Fire Inspector(s) and Firefighters assigned inspection duties. Makes disciplinary and hiring recommendations.

### **Relation to Others (4D):**

- Considerable and consistent contact with other in key positions within the community and state.
- Requires advanced interpersonal and communication skills to establish and maintain internal and external relationships.
- Likely to be involved in media related activities; background work/information gathering.

## **SKILLS**

### **Education (5D) and Experience (5D) (position requirements at entry):**

- Associates Degree, Bachelors Degree preferred. Course work in fire science, educational methodology and/or construction disciplines.
- Five years of progressively responsible experience in fire prevention/public education with a career or combination fire department. Completion of National Fire Academy coursework relating to Fire Inspection Practices, Fire Protection Systems and Public Education or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### **Special Requirements (position requirements at entry):**

- Valid Drivers License
- Certification as a North Dakota Firefighter II, or equivalent nationally recognized certification;
- IS 700 and 800A and ICS 100, 200 300, & 400 Certification;
- Professional Rescuer CPR and First Aid;
- Weapons of mass destruction/Hazardous Materials Operations level certification.
- CPR and First Aid Instructor Certification – must obtain within one year of hire

## **WORKING CONDITIONS**

# FIRE MARSHAL

## **Environment (5D):**

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.

**Classification:** Class V (1000 points)

**FLSA:** Exempt

**Created and updated to new format:** Changed title from Fire Prevention Specialist to Fire Marshal 5/22/14

**Approved by CSC:** 5/28/14, 3/23/16

**Approved by City Commission:** Reclassification from Class IV to Class V – 6/16/14

**Updated by:** Fire Chief Sivak, HR Coordinator Nameniuk 7/18/2019



**Kriege, Rachel F.**

---

**From:** Shelly Nameniuk <Shelly.Nameniuk@dickinsongov.com>  
**Sent:** Tuesday, May 21, 2024 11:14 AM  
**To:** Kriege, Rachel F.  
**Subject:** RE: Job Description

\*\*\*\*\* **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. \*\*\*\*\*

Looking back at the 2021 payscale the Fire Marshal starting salary was 37.79/hour.

*Annual*  
*78603*

SHELLY NAMENIUK, SHRM-CP  
HUMAN RESOURCES DIRECTOR  
HUMAN RESOURCES

Tel: 701.456.7744 O: 701.456.7801  
C: 701.690.5805 F: 701.456.7015



**From:** Kriege, Rachel F. <rkriege@nd.gov>  
**Sent:** Tuesday, May 21, 2024 10:11 AM  
**To:** Shelly Nameniuk <Shelly.Nameniuk@dickinsongov.com>  
**Subject:** RE: Job Description

I apologize for so many questions, but what was the salary range or the starting salary for this position?

When I searched your website it appears it was potentially discussed in 2021 for Class 20 in the new 2021 Pay scale.

Rachel Kriege | Division Director, Administration/HR  
North Dakota Insurance Department

**From:** Shelly Nameniuk <Shelly.Nameniuk@dickinsongov.com>  
**Sent:** Tuesday, May 21, 2024 10:27 AM  
**To:** Kriege, Rachel F. <rkriege@nd.gov>  
**Subject:** RE: Job Description

You don't often get email from [shelly.nameniuk@dickinsongov.com](mailto:shelly.nameniuk@dickinsongov.com). [Learn why this is important](#)

\*\*\*\*\* **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. \*\*\*\*\*

Rachel,

Here is an old job description for Fire Marshal. We don't have this position anymore and never did have a Deputy Fire Marshal.

Thanks,

SHELLY NAMENIUK, SHRM-CP  
HUMAN RESOURCES DIRECTOR  
HUMAN RESOURCES

Tel: 701.456.7744 O: 701.456.7801  
C: 701.690.5805 F: 701.456.7015



From: Kriege, Rachel F. <[rkriege@nd.gov](mailto:rkriege@nd.gov)>  
Sent: Tuesday, May 21, 2024 9:22 AM  
To: Shelly Nameniuk <[Shelly.Nameniuk@dickinsongov.com](mailto:Shelly.Nameniuk@dickinsongov.com)>  
Subject: Re: Job Description

Do previously have the job descriptions?

Get [Outlook for iOS](#)

---

From: Shelly Nameniuk <[Shelly.Nameniuk@dickinsongov.com](mailto:Shelly.Nameniuk@dickinsongov.com)>  
Sent: Tuesday, May 21, 2024 10:16:17 AM  
To: Kriege, Rachel F. <[rkriege@nd.gov](mailto:rkriege@nd.gov)>  
Subject: RE: Job Description

You don't often get email from [shelly.nameniuk@dickinsongov.com](mailto:shelly.nameniuk@dickinsongov.com). [Learn why this is important](#)

\*\*\*\*\* CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe. \*\*\*\*\*

Hi Rachel,

We do not have either of those positions currently.

Thank you,

SHELLY NAMENIUK, SHRM-CP  
HUMAN RESOURCES DIRECTOR  
HUMAN RESOURCES

Tel: 701.456.7744 O: 701.456.7801  
C: 701.690.5805 F: 701.456.7015



From: Kriege, Rachel F. <[rkriege@nd.gov](mailto:rkriege@nd.gov)>  
Sent: Monday, May 20, 2024 2:38 PM  
To: Job Application <[JobApplication@dickinsongov.com](mailto:JobApplication@dickinsongov.com)>  
Subject: Job Description

Good Afternoon,

Could you please provide the most recent Job Description documents for a Fire Marshal and Deputy Fire Marshal along with annual salaries for both positions.



Deputy Fire Marshal  
Fire

*most relevant?*

*68,667  
or 5,722*

FD/5

Salary Grade 20

#### JOB SUMMARY

This position is responsible for conducting new construction and existing building inspections, performs reviews of building construction plans; investigating fires to determine cause and origin; educates the public in fire safety and fire prevention code requirements; presenting educational programs at school and other events; assists Fire Marshal with public information and media assignments; instructs and leads others in taking corrective action to handle dangerous or potentially dangerous situations. Performs other duties as assigned.

#### MAJOR DUTIES

- Conducts field inspections of existing occupancies on an annual or as needed basis as determined by the fire marshal; enforces all regulations and codes and develops positive relationships with residents, businesses, schools, contractors and vendors; prepares reports of findings and issues violation notices as required; receives and responds to complaints of code violations, conducts field inspection to verify and determine the nature of violation, prepares and issues violation notices as required; maintains records of field inspection activities.
- Reviews plans submitted for residential and commercial construction/remodel projects to ensure compliance with all applicable codes; identify inadequacies found in construction plans, reports, and calculations, and require corrections; conducts in-depth research on hazards, storage, institutional requirements, and various specialized requirements; provides advice to the public, contractors and designers on code and fire prevention related items; participates and observes tests of alarms, sprinklers, and other fire protection systems and equipment to insure proper installation/operation and compliance with all applicable fire safety codes; resolve life safety issues and maintain documentation.
- Assist with training fire suppression crew in conducting fire prevention inspections; performs follow-up inspections and communications in situations where firefighter crews do not obtain compliance from contractor or property owner; discusses the situation and provides suggestions to the contractor/property owner; continues to follow-up until situation is resolved, or if unresolved, turns the situation over to the fire marshal;
- Performs high risk inspections of assemblies, alarm systems, hazardous materials, college labs, and gas tests etc.; observes the installation and/or testing of equipment and systems to ensure proper and safe function; informs contractor of deficiencies, as necessary.



- Investigates cause and origin of fires at fire scenes; conducts systematic investigation of origin of fire; directs crews at site to assist with investigations; interviews witnesses, residents, etc.; takes photographs; determines cause and prepares and submits report; works with police department to send evidence to the state lab and to turn over arson cases to PD; testifies in trials, hearings, and depositions.
- Develops and conducts public education programs on fire prevention; participates in developing public relations programs including social media, videos, and billboards; develops and delivers school programs and other presentations to the public; assists Fire Marshal with Public Information Media.
- During the absence of the fire marshal, the deputy fire marshal fills in and assists with code development and interpretation of codes; maintains expertise in codes; responds to code questions from the city staff and general public; educates police and code enforcement personnel regarding of city fire ordinances.
- Performs other duties and activities as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles, methods and techniques used in fire investigations.
- Knowledge of building and fire code enforcement principles.
- Knowledge of public education principles and practices.
- Knowledge of the Incident Command System.
- Knowledge of current and accepted fire prevention, firefighting, rescue, emergency medical, and hazardous materials procedures.
- Knowledge of fire and emergency response equipment, tools and vehicles.
- Knowledge of departmental and city policies and procedures and related national, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in reading construction blueprints.
- Skill in conducting fire investigations to determine the cause of fires.

- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in public information and all things related to this duty.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Fire Marshal assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include National Fire Protection Association standards, International Code Council, Fire Prevention Code, arson investigation guidelines, state fire regulations, department and city policies and procedures, and various building, electrical and housing codes. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and technical duties. The necessity of interpreting and applying strict regulations to a diverse set of conditions contributes to the complexity of the position.
- The purpose of this position is to perform the department's fire inspection, code enforcement, fire investigation, and fire prevention activities. This position will also function as the department's public information officer if the Fire Marshal is absent. Success in this position contributes to the safety of life and property in the city.

### **CONTACTS**

- Contacts are typically with coworkers, other city employees, elected and appointed officials, vendors, local business owners, non-profit organizations, representatives of other local fire departments, law enforcement personnel, court personnel, engineers and contractors, insurance company representatives, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee may climb stairs or ladders, uses tools or equipment requiring a

high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office, except while at fire or other emergency scenes. The employee may be exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and inclement weather.
- Must participate in a physical fitness program on a regular basis either on-duty or off-duty so as to maintain a level of fitness appropriate to leadership in the fire service.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with specialized training in the field of work, in addition to skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of fire suppression personnel in company inspections to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota (or state equivalent) for the type of vehicle or equipment operated.
- A minimum of one year experience working with fire, building or life safety code application including field inspections.

Revised 5/2022



DEPT	POSITION	GRADE	
EC/1	Event Center Director	26	E
EC/2	Operations Manager	23	E
EC/3	Marketing and Sales Manager	21	E
EC/4	Event Finance Manager	21	E
EC/5	Food and Beverage Manager	18	E
EC/6	Event Center Maintenance Supervisor	18	E
EC/7	Audio Visual Production Supervisor	17	E
EC/8	Event Center Ticket Operations Supervisor	16	N
EC/9	Event Center HVAC Tradesperson	16	N
EC/10	Assistant Food and Beverage Manager	14	N
EC/11	Event Center Sales Associate	14	N
EC/12	Building Maintenance Technician	14	N
EC/13	Marketing Specialist	14	N
EC/14	Building Maintenance Worker	13	N
EC/15	Event Center Business Technician	12	N
EC/16	Office Assistant II	10	N
ENG/1	City Engineer	26	E
ENG/2	Assistant City Engineer	24	E
ENG/3	Design and Construction Engineer	23	E
ENG/4	Traffic Engineer	23	E
ENG/5	Senior Project Engineer	22	E
ENG/6	Project Engineer	21 <sup>2</sup>	E
ENG/7	Engineering Operations Manager	22	E
ENG/8	Survey Manager	20	E
ENG/9	Principal Engineering Technician	18	N
ENG/10	Survey Crew Chief	17 <sup>3</sup>	N
ENG/11	Traffic Engineering Technician III	17	N
ENG/12	Engineering Technician III	17	N
ENG/13	Survey Technician	14	N
ENG/14	Traffic Engineering Technician II	14	N
ENG/15	Engineering Technician II	14	N
ENG/16	Engineering Technician I	12	N
ENG/17	Administrative Assistant	12	N
ENG/18	Office Assistant II	10	N
FD/1	Fire Chief	27	E
FD/2	Deputy Fire Chief	24	E
FD/3	Fire Battalion Chief	23	E
FD/4	Fire Marshal	22	E
FD/5	Emergency Manager	21	E
FD/6	Fire Captain	21	N
FD/7	Fire Training Captain	21	N
FD/8	<u>Deputy Fire Marshal</u>	20	N
FD/9	Senior Firefighter	18	N
FD/10	Firefighter	17	N
FD/11	Fire Administrative Coordinator	14	N

<sup>2</sup> May be designated as Senior Project Engineer and placed at grade 22 with possession of a Professional Engineer License.

<sup>3</sup> May be placed at grade 18 with possession of Professional Land Surveyor Intern License and additional qualifications. See job description.

## City of Bismarck 2023 Salary Scale

Grade	Minimum	1 <sup>st</sup> Quartile	Mid-Point	3 <sup>rd</sup> Quartile	Maximum
1	26,868.61	30,227.19	33,585.76	36,944.34	40,302.92
2	28,228.84	31,757.44	35,286.05	38,814.65	42,343.25
3	29,657.92	33,365.16	37,072.40	40,779.64	44,486.88
4	31,159.35	35,054.27	38,949.19	42,844.11	46,739.03
5	32,736.80	36,828.89	40,920.99	45,013.09	49,105.20
6	34,394.10	38,693.36	42,992.62	47,291.89	51,591.14
7	36,135.30	40,652.21	45,169.12	49,686.03	54,202.94
8	37,964.65	42,710.22	47,455.81	52,201.39	56,946.96
9	39,886.60	44,872.44	49,858.26	54,844.09	59,829.91
10	41,905.87	47,144.10	52,382.33	57,620.56	62,858.79
11	44,027.35	49,530.77	55,034.19	60,537.61	66,041.03
12	46,256.23	52,038.26	57,820.29	63,602.32	69,384.35
13	48,597.95	54,672.70	60,747.44	66,822.19	72,896.94
14	51,058.23	57,440.50	63,822.79	70,205.06	76,587.34
15	53,643.06	60,348.43	67,053.81	73,759.20	80,464.58
16	56,358.73	63,403.58	70,448.41	77,493.25	84,538.09
17	59,211.89	66,613.37	74,014.87	81,416.35	88,817.83
18	62,209.50	69,985.68	77,761.87	85,538.06	93,314.24
19	65,358.85	73,528.70	81,698.56	89,868.42	98,038.27
20	68,667.64	77,251.10	85,834.55	94,418.01	103,001.46
21	75,796.22	85,270.76	94,745.28	104,219.81	113,694.34
22	83,664.85	94,122.95	104,581.07	115,039.17	125,497.28
23	92,350.34	103,894.13	115,437.93	126,981.72	138,525.52
24	101,937.50	114,679.69	127,421.87	140,164.06	152,906.24
25	112,519.93	126,584.92	140,649.90	154,714.89	168,779.89
26	124,200.94	139,726.06	155,251.18	170,776.30	186,301.42
27	137,094.60	154,231.43	171,368.25	188,505.08	205,641.90

## City of Grand Forks (ND)

### Fire Marshal

**CLASS CODE** 2035 **SALARY** \$94,077.79 Annually

**REVISION DATE** December 15, 2023

#### Definition

Under general direction of the fire chief, the fire marshal provides coordination, administration and oversight to the city-wide fire prevention program. Recommends policies, performs planning, and supervises fire department personnel responsible for carrying out inspections of local businesses. Organizes and assigns fire prevention objectives for both the fire suppression and fire prevention divisions. Directly responsible for the performance of deputy fire marshals. Responsible for interpreting the fire code and making recommendations regarding amendments, etc. Supervises and coordinates fire investigations. The fire marshal is part of the departmental calling tree and is often called during and after fires. This is not a firefighting position and does not participate in hot zone activities during emergency operations. Serves as the department spokesperson on fire inspection and investigation matters and handles communications with the media and the public. The fire marshal performs various administrative duties relating to the development, planning, coordinating, implementation, evaluation and adjustment of fire suppression, fire prevention, and emergency response functions as well as some human resource programs and activities. Assists in developing and implementing procedures to accomplish departmental goals and objectives.

#### Essential and Marginal Function Statements and Scope of Work

##### Essential Functions:

1. Organizes and coordinates fire inspection program for businesses in order to ensure compliance with applicable ordinances and laws; oversees all inspections and determines inspections to be performed on an annual basis, develops schedules for inspections and develops tracking systems to ensure inspections are conducted according to schedule; ensures all technical inspections are prioritized and assigned in the fire prevention division; monitors issues identified in inspections and ensures appropriate follow-up is completed on any violations identified; ensures fire suppression personnel are trained in conducting routine inspections and developing fire preplans; fire marshal conducts field inspections as necessary.
  2. Facilitate adoption of fire code in coordination with city's inspection department; develops and implements code amendments; enforce compliance within the scope of city rules, regulations, policies and orders; review and investigate alleged violations of rules, regulations, orders and policies.
  3. Assigns fire investigations to deputy fire marshals when necessary; coordinate and assign investigations to fire suppression division when appropriate; provides fire investigation training program for on shift fire investigators; develops fire investigation certification requirements; maintains investigations databases; determines and implements modifications to methods; recommends policy changes.
- Coordinates with developers and contractors regarding construction projects; reviews building, site, utility, and other plans to determine compliance with applicable codes and provides comments regarding necessary revisions prior to issuing building permit.



5. Participates as part of the senior management team of the fire department; acts as an advisor to the fire chief, participates in decisions on matters of hiring, transfer, suspension, lay off, recall, promotion, discharge, assignment, reward, adjusting grievances or disciplining employees under the span of control. Participates in decisions regarding the content of jobs and the number of staff within the functional areas under the span of control.
6. Works with battalion and deputy chiefs to discuss departmental issues, establish standard operating guidelines and coordinate activities of fire suppression division regarding fire prevention inspections performed by suppression crews.
7. Reviews division performance to assess goal attainment and measure effectiveness; using independent judgment provides supervision and leadership to deputy fire marshals under the span of control; sets goals and objectives for others to work towards and monitors performance; leads unit management in creating and maintaining a positive work environment and fostering effective performance of staff; conducts ongoing feedback, coaching, mentoring, and timely formal reviews of performance for assigned employees.
8. Coordinates with the city on outgoing public messages and communications using media such as social media, billboards, brochures, etc.; coordinates and assign deputy's to deliver presentations and attend events for specific groups such as schools, seniors, etc.; frequently interacts with the work unit, the public, vendors or across departments to exchange detailed and/or technical information; interactions occasionally include negotiations involving convincing the other party to do something to achieve a basic work related objective; communications include responsibility for maintaining relationships that are key to the fire department.
9. Represents the fire department at civic functions and/or meetings; discusses issues, coordinates efforts, and responds to informational inquiries; responds to citizens, news media, etc. concerns and issues and determines appropriate resolutions to maintain positive community relations for the department and the city.
10. Wears proper protective equipment when policy requires, or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work; when potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
11. Approves expenditures for purposes and amounts that are within the budget and within the authorized approval limits of the job; reviews year-to-date spending reports and monitors performance against plan during the entire budget cycle, making or recommending adjustments as necessary to achieve a desired balance at the end of the cycle; works to ensure the most cost-effective alternatives are identified when planning expenditures.
12. Performs other duties and activities as assigned.

#### **Qualifications (Knowledge, Skills, and Abilities)**

**Knowledge:** Principles of supervision, training, and performance evaluation; concepts and theory of fire and fire investigation; building construction techniques, methods and materials; national and state laws and codes such as International Building Code (IBC), International Fire Code, and other related codes to adequately interpret codes and apply to inspection of buildings, etc.; current fire service operation methods, techniques, procedures and concepts, and firefighting equipment; local, state and federal laws, rules, regulations and codes relating to fire suppression and prevention and emergency response activities; human resources management practices such as training, delegation, disciplines, etc.; governmental administrative practices including budgeting, purchasing and policy formulation; concepts and practices of fire department administration; principles, practices and techniques of fire department emergency services including applications of incident command, occupational hazards and standard safety practices; public education and fire prevention programs. Understanding of city and department rules, regulations, policies, and guidelines, as well as pertinent federal and state codes, laws and regulations.

**Skills:** Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of employment; computer skills including the ability to learn and



understand current and new computer programs; maintain necessary skills to perform all tasks associated with the fire marshal position; leadership and management in order to coordinate the diversified activities of individuals towards the achievement of common goals; information analysis and problem solving to assess information and formulate decisions; motivation of staff to effectively accomplish work directives and achieve goal.

**ilities:** Maintain cooperative working relationships and function effectively as a member of a team; mechanical aptitude to understand a variety of firefighting equipment and apparatus; quickly respond and work productively under a variety of hazardous conditions; participate in public education and fire code enforcement activities; interpret, explain and enforce city and department policies and procedures; achieve and maintain appropriate certification levels; understand and follow oral and written instructions; understand the English language, written and spoken; work independently in the absence of supervision; maintain mental and physical conditioning to meet the environmental and physical working conditions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

### **Experience and Training Guidelines**

#### **Experience:**

Total of ten (10) years including one year as a deputy fire marshal.

#### **Training:**

Meet the requirements for the fire marshal as outlined by the GFFD's promotional matrix. Must complete the ICC fire marshal designation within one year of accepting the position.

#### **License or Certificate:**

Must have a valid driver's license.

Meet the appropriate training and certifications as defined in the GFFD's promotional matrix.

### **Other Requirements**

#### **Supervisory Controls:**

The Fire Chief assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

#### **Guidelines:**

Guidelines include ICC codes, NFPA codes, adopted International Fire Code (IFC), the North Dakota Century Code, ASTM and ASME guidelines, city and fire department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### **Complexity/Scope of Work:**

The work consists of varied management, code enforcement, fire investigation, and fire prevention functions. The necessity of responding to dangerous and complex fire scenes contributes to the complexity of the position. The purpose of this position is to manage the department's community risk reduction, fire prevention, and fire investigation functions. Success in this position contributes to the safety of community life and property.

#### **Contacts:**

Contacts are typically with co-workers, other city personnel, architects, building contractors, state Fire Marshals, private fire investigators, building owners, developers, and members of the general public.

Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend, or negotiate matters.

#### **Physical Demands/Work Environment:**

Most work is performed in a normal office environment with regular use of computers. Work is generally light with considerable variety. Daily work often involves moving between buildings and rooms. Regular, daily local driving is required to go to fire stations, meetings, and calls. Occasional overnight travel is required. The job may involve dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to

detail and deadlines. When at emergency scenes, there may be intermittent exposure to disagreeable working conditions such as extreme weather conditions, smoke, etc.

Incumbents must be able to perform the following physical demands: climbing, balancing, reaching, standing, walking, lifting, grasping, talking, hearing/listening, and seeing/observing.

**Light Work:** Physical demands are normally those associated with light work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Supervisory Responsibilities:**

This position has direct supervision over Deputy Fire Marshal.



Kriege, Rachel F.

**From:** Nelson, Douglas D.  
**Sent:** Thursday, April 20, 2023 9:10 AM  
**To:** Just, Jacob D.  
**Cc:** Kriege, Rachel F.; Godfread, Jon; Arnold, John R.  
**Subject:** workload documents  
**Attachments:** NDSFM workload-staffing summary 2022.docx; NDSFM workload-staffing study 2022.docx; 2022 Proposed DFM Office Workload.docx; Bubble Map inspections.docx

Hope this helps....!

Fargo - 6363  
GF - 6434  
Dickinson - 6550 (oil)  
Bismarck - 5722

Fire house DFM or FM  
w/ Fire suppression training  
Average:

\$ 6,267.25    ~~74,785.49~~  
or  
\$ 75,207    or  
63,987.29

Currently 106

4971 - 8,285 - Start at  
\$ 5,431

my suggestion 107

5,973 - 9,955 - Start at  
min w/ no experience  
use the % spread to  
work from min.

