



# RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE COMMISSION

## REGULAR MEETING AGENDA

### MEETING DATE

June 16, 2026

### MEETING TIME

4:00 PM

### MEETING LOCATION

Fire Station 13

### COMMISSIONERS IN ATTENDANCE

Sanjeev Yonzon, Chair; Bill Flora, Vice Chair.

### CALL REGULAR MEETING TO ORDER

### REVIEW AND APPROVAL OF REGULAR MINUTES

May 19, 2026, regular meeting minutes\*

### PUBLIC COMMENT

*Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person.*

### UNFINISHED BUSINESS

None.

### NEW BUSINESS

- Appointment of Civil Service Examiner and Secretary\* (Requires Commission Action)
- Examination Report – Battalion Chief Promotion\*\* (Information Only – No Action Required)
- Battalion Chief Eligibility List\* (Requires Commission Action)
- Civil Service Commissioner Confirmation and Introduction\*\* (Information Only – No Action Required)

### OTHER BUSINESS

- Deputy Fire Marshal I,II,III Job Posting\*\* (Information Only – No Action Required)
- Next Regular Meeting is July 21, 2026\*\* (Information Only – No Action Required)

### ADJOURNMENT

#### Commission Members:

Sanjeev Yonzon, Chair

Bill Flora, Vice Chair

*Kara Scales, Commissioner*

\*Requires Commission Action \*\*Informational Only





# RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE COMMISSION

## EXAMINATION REPORT

<b>POSITION</b>	<b>APPLICATION OPENED</b>	<b>APPLICATION CLOSED</b>
Battalion Chief	March 3, 2026	March 16, 2026
<b>ASSESSMENT CENTER DATE</b>	<b>ASSESSMENT CENTER TAKEN</b>	<b>ASSESSMENT CENTER PASSED</b>
May 21, 2026	2	2
<b>DATES FOR REVIEW</b>	<b>DATES FOR APPEAL</b>	<b>APPEALS RECEIVED</b>
May 22 – June 1, 2026	June 2 – June 8, 2026	0
<b>ELIGIBILITY LIST CERTIFIED</b>	<b>PRESENTED TO CIVIL SERVICE</b>	<b>ELIGIBILITY LIST</b>
June 11, 2026	June 16, 2026	2

## EXAMINATION PROCESS

Eligible applicants indicated their intent to participate in the examination process by submitting a short online application to Human Resources. The overall examination process consisted of the Assessment Center exam.

The Assessment Center consisted of four (4) equally weighted sections: Tactical Exam (25%), Management Exercise (25%), Oral Resume (25%), and Structured Interview 25%. Please see attached Promotional Exam Announcement for more information.

## MINIMUM QUALIFICATIONS REQUIRED

Please see attached Promotional Exam Announcement.

## ASSESSMENT COMPONENTS AND SCORING

The Assessment Center was held on May 21, 2026 and was worth 100% of each candidate's final score. A minimum score of 70% was required in the Tactical Exam. The combined overall score for the Management Exercise, Oral Resume, and Structured Interview required a minimum combined score of 70%.

- **Tactical Exam (25%)** – An interactive exercise utilizing pictures of real structures and simulated smoke and fire with real time radio communications. There were two (2) assessors for this test, BC Matt Kinnee (VRFA) and BC Joel Willits (PSF).
- **Role Play (25%)** – A 20-minute scenario exercise to simulate a coaching and counseling opportunity. There were two (2) assessors for this component, BC Jim Allenbaugh (VRFA) and BC Dave Nelson (Kirkland).
- **Oral Resume (25%)** – A take-home project to develop a written proposal and deliver an oral presentation. Candidates were given 71 days to complete the written resume and 18 minutes to deliver an oral presentation of their resume. There were two (2) assessors for this component, BC Jake Murry (Port Seattle) and BC Joel Bodenman (Kirkland).





- **Technical Panel Interview (25%)** – candidates were given up to 20 minutes to answer twelve (12) questions based on references provided by their home agency. There were two (2) assessors for this component, BC Kyle Bieber (PSF) and BC John Bloomer (EFD).

The candidates' total earned score, plus education, certification and seniority points were ranked on a two-year eligibility list.





# RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE COMMISSION

## ELIGIBILITY LIST CERTIFICATION

### POSITION

Battalion Chief

### CERTIFICATION DATE

June 11, 2026

### CERTIFIED BY

Samantha Babich  
Secretary-Chief Examiner, Pro Tem

### DISTRIBUTED TO FIRE CHIEF

Steve Heitman

### CIVIL SERVICE DATE

June 16, 2026

### LIST VALID UNTIL

June 11, 2028

The following is a ranked list of internal candidates for the Battalion promotion, as established through a competitive examination process. Names are ranked according to the final score and valid until the date stated above.

### RANK

1

2

### BADGE NUMBER

189

185

### NAME

Marcus Rismiller

Christopher Krystofiak





# RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE COMMISSION

## REGULAR MEETING AGENDA

### MEETING DATE

May 19, 2026

### MEETING TIME

4:00 PM

### MEETING LOCATION

Fire Station 13

## COMMISSIONERS IN ATTENDANCE

Sanjeev Yonzon, Chair; Bill Flora, Vice Chair.

## CALL REGULAR MEETING TO ORDER

## REVIEW AND APPROVAL OF REGULAR MINUTES

April 21, 2026, regular meeting minutes\*

## PUBLIC COMMENT

*Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person.*

## UNFINISHED BUSINESS

None.

## NEW BUSINESS

None.

## OTHER BUSINESS

- New HR Generalist Introduction\*\* (Information Only – No Action Required)
- Civil Service Commissioner Applicant Interviews Scheduled
- BC/SO Promotional Exams Occur on May 21, 2026
- Personnel Updates:
  - One (1) Retirement\*\* (Information Only – No Action Required)
- Next Regular Meeting is June 16, 2026\*\* (Information Only – No Action Required)

## ADJOURNMENT

### Commission Members:

Sanjeev Yonzon, Chair

Bill Flora, Vice Chair

Vacant

\*Requires Commission Action \*\*Informational Only





## RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE COMMISSION

### JOB ANNOUNCEMENT

<b>POSITION</b>	<b>DIVISION</b>	<b>INTERNAL/EXTERNAL</b>
Deputy Fire Marshal I-III	Office of the Fire Marshal	External
<b>BARGAINING UNIT</b>	<b>REPORTS TO</b>	<b>SALARY</b>
AFSCME 2170	Fire Marshal	\$85,827.47 - \$124,071.41
<b>APPLICATION OPEN</b>	<b>APPLICATION CLOSE</b>	<b>PRESENTED TO CIVIL SERVICE</b>
June 1, 2026	Open until filled	June 16, 2026

### ANNOUNCEMENT

Do you admire the public service work and community engagement of the fire department? Did you know there are many roles within the fire department besides the role of firefighter? If working with the fire department interests you, and you have some education or work experience in code enforcement, investigations, or a related area, our Deputy Fire Marshal position may be just the opportunity you're looking for.

As a Deputy Fire Marshal for our organization, you'll work with a variety of different entities to promote effective fire prevention strategies, including fire code enforcement and instructing the general public regarding fire codes and fire safety, and complete fire investigations to determine the origin and cause of fires. The work you'll do will play a major role in keeping the Renton community safe and preventing devastating losses for businesses and individuals alike.

We offer a great starting salary, excellent benefits, initial and ongoing training, and a flexible work environment.

### JOB DESCRIPTION

Please see attached job descriptions for DFM I-III.





# RENTON REGIONAL FIRE AUTHORITY OFFICIAL JOB DESCRIPTION

**POSITION TITLE** – Deputy Fire Marshal I

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

**SUPERVISES**

None

**FLSA STATUS**

Non-exempt

**UNION AFFILIATION**

AFSCME 2170

**CIVIL SERVICE**

Yes

**SALARY RANGE**

A17

**DATE APPROVED**

04/14/2026

**APPROVED BY**

Steven C. Heitman

Steven C Heitman (Apr 14, 2026 10:37:34 PDT)

## JOB SUMMARY

Completes basic inspections to enforce fire prevention laws, ordinances, and codes; promote the development and use of effective fire prevention methods; provide instruction to the general public regarding fire codes and prevention and other community risk reduction focused programs; conduct and participate in training; perform basic fire scene investigations to determine the origin and cause of fires and respond to complaints pertaining to fire and life safety concerns.

Deputy Fire Marshal I is an entry level professional classification in the Deputy Fire Marshal series.

## ESSENTIAL FUNCTIONS

- Completes work in assigned programs related to fire inspections and fire investigations.
- Inspects commercial, industrial, assembly, educational and institutional occupancies, buildings and facilities; identify fire hazards and utilizing licensed third-party inspection test reports, verify the proper function of fire protection equipment.
- Inspects occupancies with potentially hazardous conditions or specialized activities such as welding or spray-painting facilities and facilities where flammable, combustible or hazardous materials are stored, mixed, or dispensed.
- Respond to complaints and reports of fire code violations; inspect premises and assess hazards; make appropriate recommendations and issue inspection reports; conduct re-inspections and follow-up.
- Walk through facilities with the owner or designated representative to identify fire and safety hazards.
- Assure compliance with a variety of fire prevention laws, ordinances and codes; initiate steps to enforce compliance as needed.
- Support our public education efforts by providing instruction to employers, civic groups, and others in various topics, including evacuation planning and drills, and operating fire extinguishers; assist in the development of handouts and other informational materials.
- Respond to fire scenes when paged; secure fire scene, interview witnesses, photograph fire scene, prepare scene diagrams and assist law enforcement, when requested, in collection of evidence to establish the origin and cause of the fire. Prepare fire investigation reports as required,





**POSITION TITLE** – Deputy Fire Marshal I

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

documenting fire damage, description of premises, fire indicators, area of origin and substantiating evidence of cause, origin and classification.

- Remain current with relevant technological advancements as it relates to the field.
- Maintain regular, reliable, and punctual attendance; work evening and/or weekend hours as required (overtime eligibility pursuant to collective bargaining agreement); ability to travel as required.
- Prepare and maintain records related to fire inspections, code requirements, permits and training.
- Research code sections to determine proper application of requirements.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

- High school degree or equivalent.
- Specialized course work and/or training in fire prevention related topics and/or fire/building codes; or
- Two (2) years of experience in fire inspection or closely related field; or
- Four (4) years of relevant education and experience; or
- A combination of relevant experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities required above.
- Obtain ICC Fire Inspector I certification within one year of employment.
- Valid Driver's License.
- Candidates must pass a pre-employment background check and physical.
- Must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient. An applicant for a position of any kind under civil service under the provisions of the RCW 41.080.070 must be able to speak, read and write the English language.

**PREFERRED QUALIFICATIONS**

- None

**WORK ENVIRONMENT / PHYSICAL DEMANDS**

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 60% of work is performed in a typical office or indoor environment and the remaining 40% is performed outdoors in all weather conditions and involves moving throughout the facility and community.
- Driving and field work required.
- Frequent communication with department employees and customers.
- Lift or move items weighing up to 30 pounds regularly.





**POSITION TITLE** – Deputy Fire Marshal I

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

- Climb and work from ladders, climb stairs, good reflexes and eyesight, and bending, stretching, and standing for extended periods.
- Exposure to high voltage wires, hazardous materials, heights, and noise from equipment.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.





# RENTON REGIONAL FIRE AUTHORITY OFFICIAL JOB DESCRIPTION

**POSITION TITLE** – Deputy Fire Marshal II

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

**SUPERVISES**

None

**FLSA STATUS**

Non-exempt

**UNION AFFILIATION**

AFSCME 2170

**CIVIL SERVICE**

Yes

**SALARY RANGE**

A19

**DATE APPROVED**

04/14/2026

**APPROVED BY**

Steven C Heitman  
Steven C Heitman (Apr 14, 2026 10:38:00 PDT)

## JOB SUMMARY

Completes complex inspections to enforce fire prevention laws, ordinances and codes; promote the development and use of effective fire prevention methods; provide instruction to the general public regarding fire codes and prevention and other community risk reduction focused programs; perform basic fire scene investigations to determine the origin and cause of fires and respond to complaints pertaining to fire and life safety concerns.

Deputy Fire Marshal II is an intermediate level professional classification in the Deputy Fire Marshal series and performs a variety of higher hazardous commercial and industrial inspections to identify fire and safety hazards, promotes public awareness and fire prevention practices and performs more complex fire scene investigations.

## ESSENTIAL FUNCTIONS

- Completes work in assigned programs related to fire inspections and fire investigations.
- Inspect commercial, industrial, assembly, educational and institutional occupancies, buildings and facilities; identify fire hazards and utilizing licensed third-party inspection test reports, verify the proper function of fire protection equipment.
- Inspect occupancies with potentially hazardous conditions or specialized activities such as welding or spray-painting facilities and facilities where flammable, combustible or hazardous materials are stored, mixed or dispensed.
- Respond to complaints and reports of fire code violations; inspect premises and assess hazards; make appropriate recommendations and issue inspection reports; conduct re-inspections and follow-up.
- Walk through facilities with the owner or designated representative to identify fire and safety hazards.
- Support our public education efforts by providing instruction to employers, civic groups, and others in various topics, including evacuation planning and drills, and operating fire extinguishers; assist in the development of handouts and other informational materials.
- Respond to scenes when paged; secure fire scene, interview witnesses, photograph fire





**POSITION TITLE** – Deputy Fire Marshal II

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

scene, prepare scene diagram and assist law enforcement, when requested, in collection of evidence to establish the origin and cause of the fire. Prepare fire investigation reports as required, documenting fire damage, description of premises, fire indicators, area of origin and substantiating evidence of cause, origin and classification.

- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance; work evening and/or weekend hours as required (overtime eligibility pursuant to collective bargaining agreement); ability to travel as required.
- Prepare and maintain records related to fire inspections, code requirements, permits and training.
- Research code sections to determine proper application of requirements.
- Conduct special studies and projects related to fire inspection and prevention.
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

- High school degree or equivalent.
- Specialized course work and/or training in fire prevention related topics and/or fire/building codes.
- Four (4) years of experience in a fire inspection agency or closely related field; or
- OR a combination of six (6) years of relevant education, training, and/or experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities required above.
- ICC Fire Inspector II certification.
- Obtain IAAI Fire Investigator Technician certification and successful demonstration of the job performance requirements outlined in NFPA 1033, or other nationally recognized Fire Investigator Certification within one year of employment or promotion.
- Candidate must pass a pre-employment background check and physical.
- Valid Driver's License.
- Must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient. An applicant for a position of any kind under civil service under the provisions of the RCW 41.080.070 must be able to speak, read and write the English language.

### PREFERRED QUALIFICATIONS

- None

### SERIES PROMOTION QUALIFICATIONS

**Promotional Fire Inspector Program:**

Applicant shall possess the following:

- A minimum of two-years work experience as a Deputy Fire Marshal I;





**POSITION TITLE** – Deputy Fire Marshal II

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

- Completion of the current NFPA Standard 1031, "Professional Qualifications for Fire Inspector I;"
- The performance standards for Level I shall be signed-off and have successfully passed testing prior to progressing to the Deputy Fire Marshal II level.

Preparation for Deputy Fire Marshal III:

- Deputy Fire Marshal II shall complete performance standards for Level II as listed in the current NFPA 1031 Standard.
- Inspector level II shall work in the position of level II inspector for a minimum of three years, pass ICC testing for Fire Inspector II Certification prior to applying for Deputy Fire Marshal III.

General Guidelines and Work Process:

- The NFPA 1031 Standard for "Professional Qualifications Fire inspector" - current edition will be used as the development performance standards for Deputy Fire Marshal Levels I, II, and III.
- In order for the performance standards to be completed, the Deputy Fire Marshal shall meet the objectives listed in each area within the level they are attempting to complete.
- Upon completion of the knowledge or skill for an objective, the Deputy Fire Marshal may have that objective signed-off by the Lead Deputy Fire Marshal and Fire Marshal or designee, by defining or demonstrating that objective.
- All objectives shall be signed-off for the level the Deputy Fire Marshal is attempting to complete, with the exception of Section 3-2 through 3-8 in Level I. The objectives shall be signed-off for each level prior to applying for the next level.
- The IFSTA Manuals - Fire Inspection and Code Enforcement and Study Guide for Fire Inspection and Code Enforcement will be used as reference training manuals. The NFPA Fire Protection Handbook and International Fire Code will also be helpful reference books.
- Credit towards completing objectives shall be given for attending approved classes and seminars related to the objectives. Examples of approved classes are as follows, but not limited to, Administration, Fire Service Training workshops and seminars, National Fire Academy classes, ICC Code classes and workshops.

References:

- NFPA 1031 - Professional Qualifications for Fire Inspector - current edition, IFSTA - Fire Inspection and Code Enforcement – current edition
- IFSTA - Study Guide for Fire Inspection and Code Enforcement – current edition
- NFPA Fire Protection Handbook – current edition
- International Fire Code – currently adopted code

## **WORK ENVIRONMENT / PHYSICAL DEMANDS**

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 60% of work is performed in a typical office or indoor environment and the remaining 40% is performed outdoors in all weather conditions and involves moving throughout the facility and community.





**POSITION TITLE** – Deputy Fire Marshal II

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

- Driving and field work required.
- Frequent communication with department employees and customers.
- Lift or move items weighing up to 30 pounds regularly.
- Climb and work from ladders, climb stairs, good reflexes and eyesight, and bending, stretching, and standing for extended periods.
- Exposure to high voltage wires, hazardous materials, heights, and noise from equipment.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.





# RENTON REGIONAL FIRE AUTHORITY OFFICIAL JOB DESCRIPTION

**POSITION TITLE** – Deputy Fire Marshal III

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

**SUPERVISES**

None

**FLSA STATUS**

Non-exempt

**UNION AFFILIATION**

AFSCME 2170

**CIVIL SERVICE**

Yes

**SALARY RANGE**

A24

**DATE APPROVED**

04/14/2026

**APPROVED BY**

Steven C Heitman

Steven C Heitman (Apr 14, 2026 10:39:14 PDT)

## JOB SUMMARY

Completes work in assigned programs, that may include performing complex and technical inspections to enforce fire prevention laws, ordinances and codes; promote the development and use of effective fire prevention methods; provide instruction to the general public regarding fire codes and prevention and other community risk reduction focused programs; develop and perform public education efforts throughout the community to various focus and community groups; perform complex on-site construction related inspections; review construction documents to determine compliance with the fire code; conduct and participate in training; perform fire scene investigations to determine the origin and cause of fires and respond to complaints pertaining to fire and life safety concerns.

Deputy Fire Marshal III is an advanced level professional classification in the Deputy Fire Marshal series. Deputy Fire Marshal III's are assigned to a specific area of focus based on program needs, and have a defined core of qualifications, with additional training and certification opportunities provided based on program staffing needs. Deputy Fire Marshals may be assigned partially or entirely to a program area based on program staffing needs.

### Program Specific Job Summaries:

#### **Deputy Fire Marshal III – Inspections/Investigations**

Under the supervision of the Assistant Fire Marshal, develops and performs a variety of professional duties including providing fire and life safety inspections to identify code violations and hazards; work with customers to identify solutions and timelines for compliance; complete re-inspections as assigned to ensure compliance and closure of the violation record; identify fire operational permits in businesses and multi-family housing; completes post fire investigations to determine the origin and cause of fires; serve in an on-call status with the ability to respond within the requirements of department SOPs in support of the fire investigation program; prepare and submit fire investigation reports within the required timelines; support our community outreach and educational efforts through public speaking and instruction to promote safety in the community.

#### **Deputy Fire Marshal III – Public Educator/PIO**

Under the supervision of the Fire Marshal, develops, administers, and performs a variety of professional duties including developing and providing fire, life safety and all hazards community risk reduction





**POSITION TITLE** – Deputy Fire Marshal III

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

education, awareness, and injury prevention programs for schools, businesses, children, adolescents, and adults. Completes work in the areas of public speaking and instruction to promote safety in the community. Performs some basic fire inspections, as assigned, to enforce fire prevention laws, ordinances and codes; Serves as a Youth Firesetter Interventionist and is responsible for developing, administering, and performing duties affiliated with this program.

Serves as a Public Information Officer and is responsible for assisting in performing duties affiliated with this program. Duties will include periods of standby and call out as per the schedule set forth with the Zone 3 PIO Group, and in accordance with the collective bargaining agreement for standby and overtime pay. Position is responsible for fulfilling a highly visible and complex communications role with the Department. Responsible for developing and implementing strategic outreach and media relations to external audiences. Typical work includes public speaking, recorded interviews, and social media responsibilities.

**Deputy Fire Marshal III – Fire Plans Review / Inspections**

Under the supervision of the Fire Marshal, performs complex and technical fire plans review of construction documents to determine compliance with the fire code; provides fire and life safety inspections to identify code violations and hazards; work with customers to identify solutions and timelines for compliance; complete re-inspections as assigned to ensure compliance and closure of the violation record; identify fire operational permits in businesses and multi-family housing; performs complex on site construction inspections; works with the Lead Fire Plans Reviewer to determine work priorities, receive training and guidance and to support program needs; support our community outreach and educational efforts through public speaking and instruction to promote safety in the community.

**ESSENTIAL FUNCTIONS**

**Core Essential Functions for all Deputy Fire Marshal III positions:**

- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance; work evening and/or weekend hours as required (overtime eligibility pursuant to collective bargaining agreement); ability to travel as required.
- Provide peer mentoring, guidance, training and feedback to other Deputy Fire Marshals.
- Assist in researching and developing fire-related legislation and development of appropriate standard operating procedures.

**Deputy Fire Marshal III – Inspections/Investigations**

These duties include but are not limited to the following:

- Completes work in assigned programs related to fire inspections and fire investigations.
- Inspect commercial, industrial, assembly, educational and institutional occupancies, buildings, and facilities; identify fire hazards and utilizing licensed third-party inspection test reports, verify the proper function of fire protection equipment.
- Inspect occupancies with potentially hazardous conditions or specialized activities such as welding or spray-painting facilities and facilities where flammable, combustible or hazardous materials are stored, mixed, or dispensed.





**POSITION TITLE** – Deputy Fire Marshal III

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

- Respond to complaints and reports of fire code violations; inspect premises and assess hazards; make appropriate recommendations and issue inspection reports; conduct re- inspections and follow-up.
- Walk through facilities with the owner or designated representative to identify fire and safety hazards.
- Assure compliance with a variety of fire prevention laws, ordinances, and codes; initiate steps to enforce compliance as needed.
- Support our public education efforts by providing instruction to employers, civic groups, and others in various topics, including evacuation planning and drills, and operating fire extinguishers; assist in the development of handouts and other informational materials.
- Respond to fire scenes when paged; secure fire scene, interview witnesses, photograph fire scene, prepare scene diagram and assist law enforcement, when requested, in collection of evidence to establish the origin and cause of the fire.
- Prepare fire investigation reports as required, documenting fire damage, description of premises, fire indicators, area of origin and substantiating evidence of origin and cause, and classification.
- Prepare and maintain records related to fire inspections, code requirements, permits and training.
- Research code sections to determine proper application of requirements.
- Assist and/or conduct special studies and projects related to fire inspection and prevention.
- Perform other duties as assigned.
- Promote the development and use of effective fire prevention methods; provide information regarding the storage of flammable and combustible materials, electrical hazards and other common causes of fires.
- Assure compliance with a variety of fire prevention laws, ordinances and codes; initiate steps to enforce compliance as needed.
- Instruct employers, civic groups, school children and others in extinguishing small fires, escaping burning buildings, operating fire extinguishers and establishing evacuation plans; prepare and produce handouts and other informational materials.
- Prepare and maintain records related to fire inspections, code requirements, permits and training.
- Write inspection infraction letters and other communications outlining code compliance requirements; research code sections to determine proper application of requirements.
- Conduct special studies and projects related to fire inspection and prevention.
- Perform related duties as assigned.

### **Deputy Fire Marshal III – Public Educator/PIO**

These duties include but are not limited to the following:

- Identify fire, life safety and all hazards educational needs and assess the education program by analyzing emergency responses and hazards from the community and fire department.
- Develop, coordinate, and conduct fire, life safety, and all hazard educational presentations to various audiences within our community.
- Develop, coordinate, and conduct educational programs for departmental personnel to deliver to various community audiences.
- Develops safety campaigns including news releases, flyers, articles, multi-media materials, public events, web pages, social media, community education campaigns, represents the RRFA at public





**POSITION TITLE** – Deputy Fire Marshal III

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

events to increase safety awareness. Develops, and works with Response Operations Division in performing duties in the Youth Fire Setter Intervention Program, including appropriate screening techniques, education-interactive program and follow-up counseling capabilities.

- Prepare appropriate displays and informational boards suitable for diverse audiences for use at various events.
- Coordinates activities with the Response Operations Division and Department Communications Manager for community events and activities.
- Installs safety devices, as directed, in private residences.
- Completes basic fire inspections as assigned.
- Prepare and maintain records related to assigned programs in accordance with the Departments retention schedule, national best practices and meeting all legal requirements.
- Respond to large scale incidents, multiple alarms, high profile, significant media exposure, or as requested when on call. Work with other RFA staff to assess and respond to crisis and emergency situations, and continually evaluate communications policies, protocols, and guidelines for improvements.
- Conduct, schedule and/or coordinate public appearances to promote fire and life safety awareness and represent the department with the media, public, and other public interest groups.
- Coordinate with the Public Education/Community Outreach Committee on strategic communications issues, including ways the RFA can be positively positioned and portrayed in the news media, social media, the community, and other government agencies and partners.

### **Deputy Fire Marshal III – Fire Plans Review / Inspections**

These duties include but are not limited to the following:

- Completes work in assigned programs related to construction inspections, plan review, fire and life safety inspections, and hazardous materials. Is responsible for updating records in our inspection database to reflect permits, new construction, and fire system information.
- Inspect commercial, industrial, assembly, educational and institutional occupancies, buildings, and facilities; identify fire hazards and utilizing licensed third-party inspection test reports, verify the proper function of fire protection equipment.
- Inspect occupancies with potentially hazardous conditions or specialized activities such as welding or spray-painting facilities and facilities where flammable, combustible or hazardous materials are stored, mixed, or dispensed.
- Respond to complaints and reports of fire code violations; inspect premises and assess hazards; make appropriate recommendations and issue inspection reports; conduct re- inspections and follow-up as appropriate.
- Walk through facilities with the owner or designated representative to identify fire and safety hazards.
- Provide guidance, peer mentoring and training to other deputy fire marshals.
- Assure compliance with a variety of fire prevention laws, ordinances and codes; initiate steps to enforce compliance as needed.
- Prepare and maintain records related to fire system inspections, construction code requirements, permits and training.





**POSITION TITLE** – Deputy Fire Marshal III

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

- Prepare plan review comment letters and other communications outlining code compliance requirements; research code sections to determine proper application of requirements.
- Conduct special studies and projects related to fire system plans reviews and proposed ordinances and codes.
- Support our public education efforts by providing instruction to employees, civic groups, and others in various topics, including evacuation planning and drills, and operating fire extinguishers; assist in the development of handouts and other informational materials.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### **Deputy Fire Marshal III – Inspections/Investigations**

- High school degree or equivalent.
- ICC Fire Inspector II certification\*
- Specialized course work and/or training in fire prevention related topics and/or fire/building codes.
- Five (5) years of experience in fire inspection or closely related field.
- Or seven (7) years of relevant education and experience.
- IAAI Fire Investigator Technician (FIT) certificate (not required if Fire Investigator certified).
- Completion of IAAI, IFSAC or other nationally recognized Fire Investigator Certification within one year of hire or when certification becomes available.
- Candidates must pass a pre-employment background check and physical.
- Valid Driver's License.
- Must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient. An applicant for a position of any kind under civil service under the provisions of the RCW 41.080.070 must be able to speak, read and write the English language.

### **Deputy Fire Marshall III – Public Educator/PIO**

- High school degree or equivalent.
- ICC Fire Inspector II certification\*
- Graduation from an accredited two-year college or university with a degree in communications, education, emergency management, social work, marketing or public relations or related field.
- Two (2) or more years of professional related experience in education, community engagement, or other related area.
- OR a combination of relevant education, training, and/or experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities required above.
- IFSAC Public Educator or IFSAC Fire Service Instructor I certification within one year of employment or assignment.
- International Code Council Fire Inspector I\* certification within one year of employment.
- Completion of Youth Fire Setter Interventionist training within one year of employment or Assignment.
- Candidates must pass a pre-employment background check and physical.





**POSITION TITLE** – Deputy Fire Marshal III

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

- Valid Driver's License.
- Must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient. An applicant for a position of any kind under civil service under the provisions of the RCW 41.080.070 must be able to speak, read and write the English language.

**Deputy Fire Marshal III – Fire Plans Review/Inspections**

- High school degree or equivalent.
- ICC Fire Inspector II certification\*
- Technical fire and building code training, and five years of experience in fire inspection, plans review or closely related field.
- Or seven (7) years of relevant education and experience.
- ICC Fire or Building Plans Examiner Certification.
- Candidates must pass a pre-employment background check and physical.
- Valid Driver's License.
- Must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient. An applicant for a position of any kind under civil service under the provisions of the RCW 41.080.070 must be able to speak, read and write the English language.

**PREFERRED QUALIFICATIONS**

- None

**SERIES PROMOTION QUALIFICATIONS**

**Promotional Deputy Fire Marshal II to Deputy Fire Marshal III:**

Applicant shall possess the following:

- Three (3) years as a Deputy Fire Marshal II.
- The applicant shall have an ICC Fire Inspector II Certification.
- The applicant shall have an IAAI Fire Investigator Technician certification and successful demonstration of the job performance requirements outlined in NFAP 1033, or other nationally recognized Fire Investigator certification.

**WORK ENVIRONMENT / PHYSICAL DEMANDS**

**Deputy Fire Marshal III – Inspections/Investigations**

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 60% of work is performed in a typical office or indoor environment and the remaining 40% is performed outdoors in all weather conditions and involves moving throughout the facility and community.
- Driving and field work required.





**POSITION TITLE** – Deputy Fire Marshal III

**REPORTS TO**

Fire Marshal, Assistant Fire Marshal

**DIVISION**

Office of the Fire Marshal

- Frequent communication with department employees and customers.
- Lift or move items weighing up to 30 pounds regularly.
- Climb and work from ladders, climb stairs, good reflexes, and eyesight, and bending, stretching, and standing for extended periods.
- Exposure to high voltage wires, hazardous materials, heights, and noise from equipment.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.

**Deputy Fire Marshall III – Public Educator/PIO**

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms.
- Work involves driving.
- The employee may be required to push, pull, lift, and/or carry up to 25 pounds.
- Work hours may vary and may include afterhours and/or weekend assignments.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.

**Deputy Fire Marshall III – Fire Plans Review/Inspections**

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 60% of work is performed in a typical office or indoor environment and the remaining 40% is performed outdoors in all weather conditions and involves moving throughout the facility and community.
- Driving and field work required.
- Frequent communication with department employees and customers.
- Lift or move items weighing up to 30 pounds regularly.
- Climb and work from ladders, climb stairs, good reflexes and eyesight, and bending, stretching, and standing for extended periods.
- Exposure to high voltage wires, hazardous materials, heights, and noise from equipment.
- Noise level out in the field can be moderately loud and noise level in the office is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

