



FIRE MARSHAL I, DEPUTY

CHARACTERISTICS OF WORK:

This is fire and arson investigation field work in the highly technical and specialized field of criminal investigation which requires the exercise of independent judgment in the handling of cases. The incumbent is responsible for obtaining evidence as to the cause and origin of fires where arson is suspected. The work includes investigating fires involving private and public buildings, motor vehicles, and other equipment and properties where there is suspicion of arson, examining physical evidence at the scene of the fire, questioning suspects and witnesses, and assisting fire officials and law enforcement officers in obtaining information as to the origin of fire. The work also involves enforcement of State Fire Codes for compliance in state-owned and state-leased buildings and other public and private properties under the jurisdiction of the State Fire Marshal's office, the conduct of fire safety inspections in schools and other public buildings, and the enforcement of the State Modular Home Program, the Residential Alarm Notification Act, and State and Federal factory built home laws through manufacturer plant audits and retailer lot inspections, handling consumer complaints, and performing on-site inspection of homes for proper blocking and anchoring. General supervision is received from an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in Criminal Justice, Law Enforcement, Pre-Law, or related a field;

AND

Experience:

Two (2) years of experience in fire prevention work, fire fighting, criminal investigation, arson investigation, or the interrogation of witnesses and suspects.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Six (6) years of experience in work related to the described duties, two (2) years of which must have been in fire prevention work, fire fighting, criminal investigation, arson investigation, or the interrogation of witnesses and suspects.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for two (2) years of experience in fire prevention work, fire fighting, criminal investigation, arson investigation, or the interrogation of witnesses and suspects.

Possession of a current State of Mississippi Law Enforcement Professional Certificate or State of Mississippi Fire Academy Fire Inspector I & II (NFPA 1031) Certificate may be substituted for one (1) year of required experience.*

Special Requirements:

Employment in State Fire Marshall's Office shall be contingent upon successful completion of the established training program conducted by the Board of Law Enforcement Officers Standards and Training for this class or the established training program conducted by the Mississippi State Fire Academy and certified by the Mississippi Fire Personnel Minimum Standards and Certification Board within one (1) year of employment.

Applicants will be required to pass a physical examination before appointment at the applicant's expense.

Applicants must not have been convicted by any state or by the federal government of any crimes, the punishment for which could have been imprisonment in the federal or state prison or institution; nor have been convicted of sufficient misdemeanors to establish a pattern of disrespect for the law.

Documentation Required:

Transcript to verify required course work, when applicable. Valid copy of State of Mississippi Law Enforcement Professional Certificate, when applicable. Valid copy of State of Mississippi Fire Academy Fire Inspector I & II (NFPA 1031) Certificate, where applicable.

*Qualifications set by statute under Section 45-11-105, Mississippi Code of 1972, amended in HB 860 of Fiscal Year 1993.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit; walk; stoop, kneel, crouch, or bend; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Investigation: Examines and evaluates all relevant facts to determine a logical and supported conclusion.

Investigates fire scenes where the cause of the fire is arson, suspicious, undetermined, or a death resulted from the fire. Investigates factory built home consumer complaints. Investigates

fires involving private and public buildings, motor vehicles, and other equipment and properties. Conducts a thorough analysis of the facts.

Compliance: Ensures compliance with applicable state and national fire safety/protection codes and laws.

Enforces State Fire Codes for compliance in state-owned and state-leased buildings and other public and private properties under the jurisdiction of the State Fire Marshal's Office. Enforces State and Federal factory built home laws through manufacturer plant audits and retailer lot inspections.

Information Management: Identifies a need for and knows where or how to gather information.

Obtains evidence as to the cause and origin of fires where arson is suspected. Questions suspects and witnesses. Interrogates suspects when the crime of arson is confirmed. Assists others in obtaining information as to the origin of fire. Collects and preserves evidence.

Report writing and Record Keeping: Maintains adequate records and files on investigative findings.

Prepares comprehensive investigative reports which detail the facts and circumstances of a case for use by local authorities. Prepares and maintains field files. Submits reports on time. Uses correct spelling and grammar.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Conducts inspections of state and/or privately owned buildings and properties to ensure compliance with state and national fire safety/protection codes.
2. Conducts fire and arson investigations, which includes preparing related reports and maintaining related files.
3. Provides training and related information to new and existing staff members.
4. Conducts inspections of factory built homes to ensure compliance with state and federal regulations.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Conducts fire inspections in all 5000 plus state-owned buildings, colleges, universities, state departments and agencies, jails, and places of assembly and in those areas of the state that are not covered by a duly adopted fire prevention code.

Conducts factory built home retailer lot inspections for transit damage, seal tampering, and retailer alterations.

Periodically makes on-site inspections of factory built homes to see if they are blocked and anchored according to the state statute.

Investigates fire scenes where the cause of the fire is arson, suspicious, undetermined, or a death resulted from the fire.

Collects and preserves evidence; sends samples collected to laboratory for analysis.

Interviews witnesses and interrogates suspects when the crime of arson is confirmed.

Secures background information on suspects from financial institutions, employers, neighbors, and criminal records.

Testifies in criminal or civil court as an expert witness in the field of fire investigation.

Prepares comprehensive investigative reports which detail the facts and circumstances of a case for use by local authorities in the prosecution of arson suspects as outlined by state statute.

Investigates factory built home consumer complaints and reports findings to supervisor.

Inspects fire extinguishing and protection equipment.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.