



CITY OF BURLINGTON, VERMONT
invites applications for the position of:

Battalion Chief – Fire Marshal

SALARY:	\$96,574.40 - \$104,104.00 Annually
OPENING DATE:	01/06/21
CLOSING DATE:	02/03/21 11:59 PM
FLSA:	Exempt
UNION:	Non-Union
GRADE:	23
POSITION STATUS:	Regular Full Time
GENERAL PURPOSE:	

This position is responsible for oversight of all fire prevention activities for the Burlington Fire Department. (e.g. public education, fire inspections, fire investigations). This position is a command staff position within the department's structure.

ESSENTIAL JOB FUNCTIONS:

- Assist the Fire Chief in formulating and reviewing policy regarding public safety needs, reviewing the overall performance of department and its employees, establishing disciplinary procedures, and preparing the budget.
- Responsible for design, implementation and delivery of fire education programs in Burlington schools.
- Responsible for design, implementation and delivery of fire education programs for "at-risk" populations including, but not limited to elderly, infant, English as a second language, ESL, ADA, etc.
- Coordinate with private and public businesses to develop emergency action plans.
- Responsible for the oversight of the department's fire inspection program, including but not limited to new building inspections, company inspection program, follow-up on code violation referrals/complaints.
- Responsible for participating in technical review process to ensure compliance with Act 250 code requirements regarding adequate water supply, fire equipment accessibility, placement of municipal fire alarms, and review of sprinkler plans.
- Responsible for receipt and review of all requests for fire protection systems work permits. Issues work permits for fire alarm, water based fire protection systems, kitchen hood suppression, and specialty suppression systems.
- Conducts construction in-progress rough-in inspections and final inspection and acceptance testing for all fire protection systems.
- Maintain up-to-date records for all fire inspections performed.
- Review statistical data on all fire inspections and report to the Fire Chief and the Vermont Division of Fire Safety.
- Assists in updating city ordinances related to fire prevention.
- Investigate fires to determine origin and cause..
- Coordination of all post-fire investigation communication including but not limited to, insurance agencies, State Police, State's Attorney, etc.

- Conduct interviews with property owners, neighbors, and suspects to obtain information in advance of criminal proceedings.
- Conduct forensic scene examinations and photograph [\[BS1\]](#) all appropriate points.
- Responsible for preserving evidence for all laboratory testing.
- Supervise, interview and counsel juvenile offenders.
- Perform duties within schedule established by the Fire Chief or designee.

Non-Essential Job Functions:

- Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associates Degree or substantial coursework in fire science, fire protection or fire engineering and ten years of firefighting experience required. Additional relevant educational experience may be considered on a one-for-one year basis.
- Two (2) years of experience at the rank of Lieutenant and/or Captain preferred.
- Bachelor's Degree in fire science, fire protection, fire engineering or related field preferred.
- NFPA or state equivalent certified Fire Inspector I required.
- Ability to earn within 12 months of appointment the International Association of Arson Investigators Fire Investigation Technician (FIT) or equivalent certification
- NFPA certified Fire Plans Examiner credential and/or NFPA Fire and Life Safety Plans Review and Water-Based Fire Protection Systems Plans Review programs are preferred.
- EMT basic certification required.
- Fire Officer II certification is preferred.
- Ability to maintain valid driver's license required.
- Knowledge of state and local emergency medical system policies and procedures required.
- Ability to maintain a working knowledge of hazardous-material mitigation and operation procedures required.
- Ability to obtain and maintain a thorough knowledge of adopted fire and life safety codes.
- Ability to read and interpret fire and life safety codes.
- Ability to obtain and maintain a thorough knowledge of fire inspection and investigation techniques.
- Ability to read and interpret building and construction blueprints and drawings.
- Ability to maintain an up-to-date, working knowledge of fire and life safety code changes and report on implications of said changes.
- Ability to conduct fire safety inspections to ensure compliance with fire codes, and to promote fire safety education.
- Knowledge of local, state and federal laws, departmental rules, regulations and policies and related programs required.
- Knowledge of firefighting tactics, strategies and principles required.
- Knowledge of organizational policies that direct all members of the department in the discharge of their duties required.
- Knowledge of current labor/management philosophy required.
- Ability to obtain and maintain knowledge of current community risk reduction practices and programs.
- Knowledge of mediation principles and practices.
- Ability to work in a municipal environment and balance organizational/safety/and public needs to ensure smooth implementation of events required.
- Ability to work in a diverse environment treating all with respect and dignity required.
- Ability to communicate clearly orally and in writing.
- Ability to mentor, coach, and guide employees.
- Ability to communicate policies to staff to ensure consistent implementation required.
- Knowledge of Burlington Fire Department operations in conjunction with state emergency management plan required.
- Knowledge of the municipal inspection agreement between the State of Vermont and the City of Burlington.
- Regular attendance at training sponsored by the Vermont Division of Fire Safety required.

- Ability to work nights, weekends, holidays required.
- Ability to actively support city diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with city standards, safety rules and personnel policies.

ADDITIONAL INFORMATION:

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

Applications for this position are only accepted on-line at <https://www.governmentjobs.com/careers/burlingtonvt>

For accessibility information or alternative formats, please contact Human Resources Department at 802-540-3057.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.burlingtonvt.gov/HR/career-and-internship-openings>

Position #0309-15-001
BATTALION CHIEF – FIRE MARSHAL
VS

200 Church Street, Suite 102
Burlington, VT 05401
802-540-2505

careers@burlingtonvt.gov

Battalion Chief – Fire Marshal Supplemental Questionnaire

- * 1. Do you have at least 10 years' experience as a firefighter?
 - Yes
 - No
- * 2. Do you have NFPA or the state equivalent of certified Fire Inspector I?
 - Yes
 - No
- * 3. Do you have EMT basic certification?
 - Yes
 - No
- * Required Question