

## Deputy State Fire Marshal

### I. KIND AND LEVEL OF WORK

Under limited supervision, an employee in this classification performs professional fire inspections, investigations, and education and resides only in the Department of Public Safety. Employees in this class are responsible for fire safety prevention, fire safety inspection, arson investigation, fire safety and investigation education, and reviewing, interpreting, and enforcing Minnesota Statutes, the Minnesota State Fire Code (MSFC) and other applicable codes, statutes, rules, regulations, standards and plans relating to fire and life safety. These positions may perform fire safety inspections of new and existing buildings of all occupancy classifications; fire protection system plan review and inspection; investigate complaints; provide fire code, fire-safety or fire investigation information, instruction, and consultation; investigate the origin, cause and circumstances of fires; lead investigations of fires/explosions related to fireworks and explosives; assist with the development and delivery of arson investigation training programs; and develop and coordinate statewide fire and life safety education programs and campaigns.

This work involves complex interpretation and application of the state fire code, state building code, referenced codes and standards, state statutes, and administrative rules through comprehensive onsite inspections and the review, evaluation, and interpretation of building design plans, specifications, and technical reports as well as complex application of a systematic approach of post-fire scene processing, documentation, evidence collection and courtroom testimony.

### II. DISTINGUISHING CHARACTERISTICS

Employees in the Deputy State Fire Marshal class perform fire safety inspections, fire investigations, or fire protection system plan reviews and inspections or develop and coordinate statewide fire and life safety education programs and campaigns. This classification differs from the Deputy State Fire Marshal Senior class which provides leadwork, mentoring and guidance to a group of fire safety inspectors or fire investigators as well as oversight for the recordkeeping systems of the office or regional presence in addition to performing fire safety inspections, fire investigations and/or plan reviews of complex and highly technical occupancies that exceed the capabilities of Deputy State Fire Marshal(s) within the team.

### III. EXAMPLES OF WORK/DUTIES

- Conduct comprehensive, technical fire safety inspections and analysis of new and existing occupancies to assure compliance with state codes and laws and national fire protection standards.
- Conduct plan reviews and inspections of water-based fire protection installations to assure compliance with state codes and licensing laws and rules, national fire protection standards, and operational readiness.

- Conduct investigations of the origin, cause and circumstances of fires and explosions, assuring investigations follow applicable standards and practices for systematic scene examination and evidence and witness statement collection and documentation.
- Research and identify high-risk fire issues and populations and develop and coordinate statewide fire and life safety education programs and campaigns, community risk reduction strategies and models, and youth fire setting intervention resources so that Minnesota fire deaths, injuries and property loss are reduced and/or prevented.
- Provide fire safety inspection or fire investigation consultation and technical assistance so that property owners and administrators, fire and building code officials, design professionals and construction contractors, or local fire and/or law enforcement authorities are able to appropriately meet building fire safety requirements, perform fire safety inspections and/or perform fire investigations.
- Track, develop and disseminate fire safety data and information so that the media and public are accurately and appropriately informed of division and department fire prevention strategies and programs and Minnesota fire loss data in a timely manner.
- Provide training on fire safety codes and statutes requirements, technologies, and protection systems and/or fire investigation methods and practices so that property owners or administrators, fire and building code officials, design professionals and construction contractors, law enforcement and fire service personnel and prosecutors, and other stakeholders are informed of and/or able to apply fire safety and investigation requirements.
- Provide expert or fact witness testimony at criminal and/or civil actions in relation to fire safety inspections or investigations and ensure supporting documents, reports, testimony and expert qualifications meet or exceed courtroom standards so that arson situations can be successfully prosecuted.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

##### *Knowledge of:*

- Significant knowledge of present and previous fire related State and criminal statutes, Minnesota State Fire Code, Minnesota Building Code, National Fire Protection Association Standards, and fire prevention strategies and investigations.
- Building construction types, materials, fire-rated construction components and design, and fire engineering principles to interpret detailed building plans and specifications and apply appropriate fire code requirements.
- Fire protection systems, devices and their design, application and installation (examples: fire sprinkler, fire alarm, hydrant, standpipes, etc.).
- Physics and chemistry related to fire and hazardous materials.
- Properties, hazards and fire behavior of flammable and combustible liquids and gases and the related fire protection systems and equipment, safe handling and storage practices and procedures, safety data sheets and codes and standards.
- Division policies and procedures.

##### *Skills in:*

- Effective verbal and oral communication to exchange information with internal and external stakeholders having diverse types of experience and education.
- Effective written communication to prepare complete, concise and understandable technical or investigative reports.

*Ability to:*

- Comprehend, analyze, and interpret complex laws, regulations, policies, standards, and procedures and apply them to various conditions and situations.
- Analyze and classify the construction type of a building given a set of plans with the applicable codes and standards and identify, document, and report fire safety deficiencies.
- Analyze heating, ventilation, air conditioning, fire sprinkler and other building service systems and equipment installation, operation, and maintenance with the applicable codes and standards and identify, document, and report fire safety deficiencies.
- Provide technical consultation services to architects, engineers, attorneys and other professionals or groups.
- Prepare lesson plans, assemble instructional materials, and present information one-to-one and in front of large audiences from a variety of diverse backgrounds.
- Legally interview witnesses, informants, criminal suspects, and others, frequently without their cooperation.
- Construct comprehensive case reports in an orderly and logical manner for possible court action and pursue it to a successful conclusion.
- Develop and coordinate statewide education awareness programs and campaigns.

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

## SPECIAL WORK CONDITIONS

- Fire investigators must be able to comply with OSHA Respiratory Protection Standard, 29 CFR 1910.134, use of air purifier respirators and self-contained breathing apparatus.
- Fire investigators must be able to work in hazardous areas with unstable structures, mud, rain, snow, ice, extreme temperatures, and other environmental hazards.

## REFERENCES

Former title(s):

## REVISION HISTORY

Established 02/1990

Revised 06/2025