

Deputy State Fire Marshal Senior

I. KIND AND LEVEL OF WORK

Under limited supervision, an employee in this classification performs professional leadwork regarding 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. This lead position performs peer review of Deputy State Fire Marshal staff, maintains and compiles statistics of work accomplished by staff, conducts training for staff within the team and coordinates activities of their functional unit. These positions may perform fire safety inspections of new and existing buildings of all occupancy classifications; 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; and assist with the development and delivery of arson investigation training programs.

This work also involves complex interpretation for unusual and/or novel 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

The Deputy State Fire Marshal Senior class provides leadwork, mentoring and guidance to a group of fire safety inspectors or fire investigators, performs fire safety inspections and fire investigations of complex and highly technical occupancies/issues that exceed the capabilities of Deputy State Fire Marshal(s) within their unit, and oversees the administrative recordkeeping systems for an office or regional presence. The Deputy State Fire Marshal class differs from this classification as the Deputy State Fire Marshal focuses on performing more standard fire safety inspections, fire investigations, or fire protection system plan reviews and inspections or developing and coordinating statewide fire and life safety education programs and campaigns. The Deputy State Fire Marshal Senior classification differs from the Deputy State Fire Marshal Supervisor class as that class has supervisory authority to direct the work of individual contributors performing fire safety inspection, fire/arson investigation, or other fire/life safety activities.

III. EXAMPLES OF WORK/DUTIES

- Serve as team lead for the assigned work unit including assisting with work scheduling and team member mentoring and training, reviewing and approving work, and maintaining the recordkeeping system ensuring an office/regional presence and inspections and/or

investigations are performed, documented and reported in a timely manner and in compliance with code, statute, and/or division policies and procedural requirements.

- Conduct comprehensive, technical fire safety inspections or investigations of the origin, cause and circumstances of fires and explosions for complex and highly technical occupancies/issues ensuring compliance with state codes and laws, a reasonable level of fire safety, and/or alignment with applicable fire scene examination and evidence and witness statement collection and documentation standards and practices.
- Provide fire safety inspection or fire investigation consultation and technical assistance for complex and highly technical occupancies or challenging issues 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.
- Provide educational information and presentations on fire safety codes and statutes requirements, technologies, and protection systems and/or fire investigation methods and practices for complex and highly technical occupancies/issues 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 fire investigations of complex and highly technical occupancies/issues 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:

- Extensive knowledge of present and previous fire related State and criminal statutes, Minnesota State Fire Code, State Building Code, National Fire Protection Association Standards, and fire prevention strategies and investigations.
- Extensive knowledge of 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.
- Extensive knowledge of fire protection systems, devices and their design, application and installation (examples: fire sprinkler, fire alarm, hydrant, standpipes, etc.).
- Extensive knowledge of physics and chemistry related to fire and hazardous materials.
- Extensive knowledge of 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.
- Department and division policies and procedures.

Skills in:

- Strong verbal and oral communication to coordinate with internal and external stakeholders from varied and diverse professions and backgrounds and with diverse types of experience and education.
- Effective written communication to prepare complete, concise and understandable technical or investigative reports.

Ability to:

- Mentor, guide, and direct junior team members and review their work.
- 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 on complex and highly technical occupancies/issues 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.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

- Lead 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.
- Lead 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 07/2025

Revised