



Approved by:	<i>Jo Kiel, Director of Human Resources</i>
Date approved:	<i>August 2025</i>
Job title	<i>Deputy Fire Marshal, pay grade PS-30</i>
Reports to	<i>Fire Marshal</i>
FLSA	<i>Non-Exempt</i>
NCCI/Workers Comp	<i>7710 Fire</i>
EEOC	<i>Service Workers</i>

Job purpose

This position is responsible for conducting fire and life safety inspections, records management, building/development plan reviews for relevant life safety items, as set forth by the Fire Marshal. This position also conducts fire incident investigations to determine cause and origin.

Duties and responsibilities

Working under the direction of the Fire Marshal, this position requires execution of specific technical duties, which include:

- Conduct building and site reviews of proposed projects for applicable State and local building & fire code compliance regarding relevant life-safety criteria
- Inspections of pre-existing buildings
- Maintain records and prepare reports on activities and projects
- Conduct fire investigations for cause and origin
- Carry out task functions as assigned by the Fire Marshal

Qualifications

Qualifications include:

- Must possess or obtain in the first year *and maintain*:
 - Indiana Department of Homeland Security Certified Fire Inspector I/II or equivalent
 - ICC Certified Fire Inspector 1
 - Indiana Department of Homeland Security Certified Fire Investigator or equivalent
 - OSHA 10 Certification and renew every 5-years
- Advanced knowledge of the principles, practices, and administration of the fire prevention industry
- Technical understanding of fire protection systems commonly employed in buildings to alert occupants and protect property
- Must possess and maintain a valid driver license
- Must have the physical ability to carry out all on-site inspection and investigation activities
- This position requires inter-personal and decision-making skills to effectively direct staff, other fire department personnel, and the general public

- Minimum education of a high school diploma or equivalent is required. The position also requires a minimum of 5 years in code enforcement
- Proficient with Microsoft Office Suite or related software

Working conditions

The position may at times require limited travel and working outside of normal business hours. The atypical situations that may be encountered while performing fire service functions may often be unpredictable and under extraordinary conditions. The position may require “after-hours” emergency response to assist with fire investigation, hazard mitigation or scene stabilization.

Physical requirements

Fire inspections and investigations may require the ability to combine the disparate challenges of operating in a dangerous environment, and also to be a friendly, helpful contact for the citizens and visitors to Zionsville. The nature of the work requires personnel to be available on an emergency basis and to work extended hours as required. Other situations of a non-emergency nature may also require activity beyond the normal workday.

Direct reports

None

Employee Signature:	
Date:	
Print Name:	