



Vacancy Announcement:  
Deputy Fire Marshal  
(Intended to be filled November 2018)



**Hiring Range (\$72,138 - \$99,885)**

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23675 Belmont Ridge Road, Suite 150  
Brambleton, Virginia 20148

Loudoun County Fire and Rescue (LCFR) intends to hold a promotional/hiring process for the Deputy Fire Marshal position in the Fire Marshal's Office – (equivalent to a LCFR Battalion Chief rank-F6 classification on the County's Pay Scale). The Process is currently slated to be held the week of November 13, 2018, although is subject to change at the Department's discretion. The intent of this advanced notice is to encourage potential internal and external candidates to prepare for this process. However, candidates must understand that all components of this advisory are not binding and finalized and subject to change as the process is further developed and refined. The formal job announcement will appear on [www.loudoun.gov/jobs](http://www.loudoun.gov/jobs) on or around the third week of September 2018. Individuals with previous fire investigation/fire marshal or law enforcement investigation experience are encouraged to apply.

A non-mandatory orientation will be held September 6, 2018 at 10 am at the Loudoun County Fire Marshal's office located at 23675 Belmont Ridge Rd., Ashburn Va. Video conferencing will be available by the following link from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/188949125>  
You can also dial in using your phone. United States: +1 (646) 749-3112, Access Code: 188-949-125.

Position responsibilities include, but are not limited to: performing direct program oversight for a section of the Fire Marshal's Office; providing feedback and technical code interpretations and technical fire investigation expertise to staff to resolve complex situations; scheduling staff to ensure response to complaints and investigations on a 24-hour basis; performing inspections and or investigations as needed to ensure the Division meets service needs and to maintain proficiency; ensuring that response to citizen concerns regarding violations of fire, explosives and hazardous materials is prompt and mitigated according to the laws, regulations, and codes of the United States, Virginia, and Loudoun County; supporting and implementing County and Departmental policy and setting the example for fair and ethical behavior; reviewing and correcting subordinates' reports, supplements, and other work products to ensure completeness, accuracy, and compliance with applicable industry standards; researching law and code in order to produce technical reports; providing fire and life safety education to the public and conducting professional presentations; providing emergency services as needed to include serving as the "on call" Fire Marshal supervisor on a rotating basis; functioning as a sworn law enforcement officer with local police (arrest) powers as it pertains to those offenses involving a violation of fire prevention and life safety laws and related ordinances, hazardous materials, fires, fire bombings, bombings, attempts or threats to commit such offenses, possession and manufacture of explosive devices, substances and fire bombs; regular carrying of an assigned firearm and weapon(s). This position is subject to working shift work that may include nights, weekends and holidays.

### **Job Requirements**

Any combination of education and experience equivalent to a high school diploma, eight years of experience in a career or combination fire/rescue or law enforcement agency (preferably as a fire investigator/criminal investigator), in conjunction with two years of experience equivalent to a Loudoun County Assistant Fire Marshal (Fire Marshal/Fire Investigation) in a career or combination fire/rescue agency or law enforcement agency. Prefer Master's Degree in

Safety, Security & Emergency Management with a concentration in Fire, Arson & Explosion Investigations, Public Administration, Human Resources Management or related field.

### **Job Contingencies**

The selection process will include a review of application and promotional addenda; verification of certifications and experience; Fire Marshal's Office written exam, interactive exercises and interview(s). The selection process will also include an extensive criminal background check including polygraph, as well as a medical examination.

The written test and exercises are currently scheduled to be administered the week of November 13, 2018; this date will be confirmed in the formal position announcement, which should be posted around the middle of September 2018.

The process is currently slated to cover the following source materials, which may be consulted during the written ("open book") portion of the assessment center:

- 2017 NFPA 921: Guide for Fire and Explosive Investigations
- Codified Ordinances of Loudoun County, Chapter 16 adopted 2-7-2011 (available online) <https://www.loudoun.gov/ordinances>
- 2012 Virginia Statewide Fire Prevention Code (available online)
- 2012 International Code Council (ICC) International Fire Code (IFC)
- 2012 International Code Council (ICC) International Building Code (IBC) Chapter 10 (available online)
- 2012 Virginia Construction Code (part 1 of the Virginia Uniformed Statewide Building Code (USBC) Chapters 1, 2, 3, and 10 (available online)
- Fire Prevention Inspection and Code Enforcement, 4th edition, David Diamantes
- 2018 Code of Virginia, Criminal and Traffic laws (available online) :
  - Title 10.1 –Article 6 (§§10.1-1139 thru 1143)
  - Title 16.1 Article 4 (§§16.1-246 thru 257)
  - Title 18.2
  - Title 19.2
  - Title 27
  - Title 37.2- Article 4 (§§37.2-808 thru 813)
- Loudoun County Human Resources Handbook Chapters 1, 3, 6, 8, 10, 11 and Definitions adopted by August 1, 2018 (available online) <https://www.loudoun.gov/index.aspx?nid=2855>

The following resources may be found at [www.Loudoun.gov/firemarshal](http://www.Loudoun.gov/firemarshal). These resources will be utilized as source material for the process:

- Loudoun County Facilities Standards Manual (FSM) Section 4.800 Fire Apparatus Access Roads and Signs revised August 2018

The test will also cover specific case laws listed below, but these source materials may not be consulted during the test ("closed book") Case Laws:

- Michigan v. Clifford, 46 U.S. 287, 104 S. Ct. 641 (1984)
- Michigan v. Tyler, 436 U.S. 499, 98 S. Ct. 1942 (1978)

- United States v. Arvizu, 534 U.S. 266, 122 S. Ct. 744 (2002)
- Murdock v. Stout, 54 F.3d 1437 (9th Cir. 1995)
- Illinois v. McArthur, 531 U.S. 326 121 S. Ct. 946 (2001)
- United States v. Warner, 843 F.2d 401 (9th Cir. 1988)
- Harris v. Alabama 115 S. Ct. 1031 (United States Supreme Court 1995)
- McLaughlin v. Commonwealth of Virginia, No.1187-14-1. (November 17, 2015)
- Goodwin v. Commonwealth of Virginia, No. 0190–14–3, (February 03, 2015)

The Legal and Liability Risk Management Institute (LLMRI) provides training and services for law enforcement, jails & corrections, insurance pools and risk managers. Case reviews and briefs referenced below may also be found on their website: [https://www.llrmi.com/articles/category/legal\\_updates/](https://www.llrmi.com/articles/category/legal_updates/)

- LLRMI Terry Frisks and the Totality of the Circumstances 2008
- LLRMI case review March 2010 Maryland v. Shatzer
- LLRMI case review February 2012 United States v. Cavazos
- LLRMI case review June 2012 United States v. Rebecca Jones & Kipling Jones
- LLRMI case review May 2013 United States v. Yengel
- LLRMI case review February 2018 A District Court grants, in part, and denies, in part, a Defendant's motion to suppress after concluding that some of the statements that he made to law enforcement officers were made in violation of his Constitutional rights while others were not
- LLRMI case review May 2018 United States Supreme Court The Automobile Exception Does Not Permit The Warrantless Entry of a Home or its Curtilage in order to Search a Vehicle Therein
- LLRMI case review June 2018 The United States Supreme Court Decides Privacy Issues Related to Cellular Phone Records

Candidates must bring their own printed resources for the open book portion. Books in electronic format will not be allowed. No computers, tablets, or smartphones may be utilized or accessed during the testing process.

The written test scores will be used as one component of the overall evaluation criteria.

The interactive exercises are intended to be comprised of situational questions, scenarios, simulations, and writing assignments tailored towards, but not limited to, the knowledge, skills, and abilities of the position.

### **Additional Information**

#### **Knowledge, skills, and abilities required to perform duties of job components:**

The ideal candidate(s) will possess thorough knowledge of the theory, principles, practices and techniques related to general fire prevention and fire suppression, as outlined in NFPA 1031, 1033 and 921. Essential knowledge of the content and application of local, state and national laws, codes and standards related to building construction, fire detection and suppression systems, general fire protection, canine operations, the handling, storage and use of explosives, and the storage and use of hazardous materials. Essential knowledge of court decisions, criminal laws and practices that may influence the investigation of fire, explosive or hazardous materials incidents. Thorough knowledge of techniques utilized to investigate a fire, explosive or hazardous material event. Working knowledge of operations and practices of other Loudoun County departments, incorporated towns within Loudoun County,

and municipal agencies. Must be able to think and work strategically and be able to lead, plan, direct and evaluate the work activity of others, exercising corrective action as needed. Must possess the ability to take direction, understand and follow verbal and written orders and directives. Must be able to identify fire and life safety hazards, eliminate dangerous conditions in buildings and the environment and fairly enforce the fire code and related ordinances. Must be able to provide depositions and expert testimony and represent the concerns of the Commonwealth and Loudoun County in all courts. Must be able to work independently or as a member of a team during inspections, investigations, and/or explosives incidents. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to perform physical requirements associated with emergency response and law enforcement activities, use a firearm and perform defensive tactics, employing restraint and proper discretion during highly stressful situations. Must possess the ability to develop effective working relationships with co-workers, volunteer personnel, other members of the fire-rescue staff, other law enforcement agencies and members of the general public. Must be able to maintain accurate records and other documentation and accurately prepare incident based reports and reports for code enforcement and investigative activities. Ability to convey information correctly and concisely both in writing and verbally, organize material and information for clarity and understanding, and verify that messages are received and interpreted correctly.

**Certification or licensure required by federal, state or local regulations:**

Valid state driver's license. Must obtain and maintain certification in the following: EVOC, HazMat Operations, CPR, OSHA Bloodborne Pathogens, Virginia NFPA 1031 Fire Inspector, Virginia NFPA 1033 Fire Investigator, VCIN, LINX and Virginia DHCD Core. In addition, successfully complete the Virginia Fire Marshal Academy (VFMA) or DCJS equivalent, to include firearms and asp certification. All aforementioned listed certifications and the academy must be completed within 18 months of appointment, if not already acquired and current. Must be able to successfully pass the Civilian Entry for VFMA Schools, if applicable. Maintains training and proficiency in the use of issued firearms/weapons and in defensive tactics, following requirements of the Virginia Department of Criminal Justice Services and the Departmental "Use of Force" Standard Operating Procedure.

**Preferred professional certifications (not mandated by governmental regulations):**

NFPA Firefighter II, Virginia EMT (or equivalent), NFPA Fire Officer II, NFPA Fire Instructor I, FBI Hazardous Devices School, FBI Post-Blast School, USDOT Federal Motor Carrier Inspector, CPSE-Certified Fire Marshal (CFM), IAAI-Certified Fire Investigator (CFI), IAAI-Fire Investigator Technician (FIT), NAFI-Certified Fire and Explosives Investigator (CFEI), DCJS Firearms Instructor, VDFP HazMat Technician, LCFR HazMat Specialist, CIA/ATFE Canine, Environmental Crimes Training, Reid Technique of Interviewing and Interrogations (Advanced) or similar training program.

**Unusual working conditions and/or physical requirements:**

Position functions as a sworn law enforcement officer with local police (arrest) powers, to include the regular carrying of an assigned firearm. Position may be required to use force, as appropriate or defensive measures to subdue persons or to defend self or others. Work schedule is highly flexible and may include evenings and weekends. Some workdays require double shifts and off-duty contact. Routinely exposed to the hazards associated with fire suppression and related investigative work, namely fire, smoke, toxins, and other hazardous materials, to include explosives, biohazards and exposure to climatic extremes. May be exposed to explosives and chemical, biological and radiological hazards. Must be able to lift and move heavy objects weighing up to 100

pounds and maintain physical fitness commensurate with emergency response needs. Position subject to annual NFPA 1582 physical. Position requires rapid and unpredictable progression from a stress-free environment into a highly stressful environment with a potential threat of physical injury or death.