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<a href="#">L62111</a>	<a href="#">Fire Marshal Deputy</a>
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<a href="#">V62113</a>	<a href="#">Fire Marshal Chief Deputy/Investigations</a>

## **FIRE MARSHAL DEPUTY**

**L62111, V62112, V62113**

### DESCRIPTION OF OCCUPATIONAL WORK

The Fire Marshal Deputy job classification series encompasses roles that focus on fire prevention, arson suppression, and fire safety promotion. Responsibilities progress from task-oriented inspections and community engagement (Fire Marshal Deputy) to supervisory and program management roles (Fire Marshal Chief Deputy). The Chief Deputy/Investigations adds a specialized focus on directing and managing complex investigative efforts. Across the series, the work ensures compliance with fire safety laws, supports local fire and law enforcement agencies, and safeguards public safety through enforcement, education, and leadership.

## **Fire Marshal Deputy**

**L62111**

### DESCRIPTION OF OCCUPATIONAL WORK

Under general supervision, enforces all state laws relating to the suppression of arson and investigation of cause, origin, and circumstances of fires; promotes fire safety; investigates for fire safety in various facilities and premises; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first and entry-level classification in the Fire Marshal Deputy series. These positions focus on conducting fire inspections, investigating fire causes (including arson), and promoting fire safety through community programs and drills. Deputies enforce fire safety laws, inspect various facilities for compliance, and provide technical assistance to local fire departments and the public. The role emphasizes individual investigative and preventative tasks without supervisory responsibilities, distinguishing it from the higher levels in the series.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Investigates fires for cause, circumstances, and the possibility of arson to determine cause and gather evidence for possible court appearance in potential arson cases.

Promotes safety by conducting fire safety programs for civic clubs, industry, and institutions and conducts fire drills in schools to reduce losses by fires and comply with regulations.

Inspects premises and facilities including but not limited to liquor establishments, childcare facilities, hospitals, nursing facilities, institutions, fireworks stands, and mobile home parks to prevent fires and comply with relevant rules and regulations.

Writes and submits reports regarding all inspections and investigations to ensure proper records are maintained in compliance with established rules, regulations, and procedures and to document investigations.

Interprets State and federal regulations to provide local fire departments, institutions, and the public with technical assistance in all areas of fire prevention.

Serves as a witness in arson cases to prosecute offenders.

Disseminates fire prevention information to local fire departments, institutions, and the public to provide them with current state of the art information, to get their feedback, and create goodwill.

Complies with superior officers' directions to respond to any type of emergency.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)**

Knowledge of: investigation and inspection procedures; the English language; storage, sale, and use of flammable liquids, combustibles and explosives; electrical wiring and hearing equipment; structural safeguards; design, construction, location, installation, and operation of equipment for storing, handling, and utilizing liquefied petroleum gases; relevant codes, rules and regulations; basic law enforcement.

Ability to: communicate effectively with individuals and groups; understand and apply instructions; establish and maintain good working relationships; apply the required knowledge to complete fire and arson investigations and fire prevention inspections; write complete, accurate, and concise reports.

**MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)**

Training or experience in fire service, fire science, building construction, code enforcement, regulation enforcement, engineering or architecture AND a valid driver's license or the ability to provide independent authorized transportation. Some positions in this class may require law enforcement certification.

**LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)**

For positions that require law enforcement certification, applicants must meet the following requirements (set forth in state statute 81-1410 and Title 79, Chapter 8 of the Commission on Law Enforcement and Criminal Justice Rules and Regulations) for admission to the Nebraska Law Enforcement Training Academy:

- must be a U.S. Citizen prior to completion of certification training;
- reach the age of 21 prior to completion of training;
- be fingerprinted to permit search for and disclosure of any criminal record;
- possess valid motor vehicle operator or chauffeur license;

- have vision correctable to 20/30 and no evidence of irreversible disease which will affect person's sight; • pardoned from or free of conviction by any state, the United States or foreign government of a crime punishable by imprisonment in a penitentiary for a term of one year or more or has had such conviction overturned or reversed by court of competent jurisdiction; possess good character as determined by thorough background investigation;
- is a (i) a high school graduate or (ii) possess a general educational development certificate and (iii) is able to read, write and understand the English language at the eleventh grade level;
- not been convicted of driving while intoxicated or under the influence in the two years immediately preceding admission;
- has been examined by a licensed physician within one year prior to admission and certified by the physician to have met the physical requirements, as determined by the Police Standards Advisory Council, necessary to fulfill the responsibilities of a law enforcement officer and successfully complete the requirements for training;
- has not worked as a law enforcement officer for the current law enforcement agency for more than one year including the time required for certification training, or has been granted a waiver based on extreme hardship by the Police Standards Advisory Council;
- has not received a punitive discharge from the United States Armed Forces;
- has not been denied certification status or had certification revoked or currently suspended in this state or another jurisdiction;
- has not been convicted of any crime involving the threat of or actual use of physical violence that would constitute a Class I misdemeanor in this state;
- has not been convicted of any crime involving the threat of or actual sexual assault or abuse;
- has not been convicted of any crime of physical violence or sexual assault against a child or children;
- has not been adjudged or convicted of a crime of domestic violence as defined in the United States Code, 18 U.S.C. 922(g)(9), that would disqualify him/her from possessing a firearm.

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## **Fire Marshal Chief Deputy**

### **V62112**

#### DESCRIPTION OF OCCUPATIONAL WORK

Under limited supervision, plans, organizes, directs, and controls the fire prevention and arson suppression programs in their areas to include the investigation of the cause, origin, and circumstances of fires; operations of wildland fire response teams through planning and coordinating fire suppression activities; and the inspection of buildings and facilities; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second and mid-level class in the job series. This Fire Marshal Chief Deputy level adds responsibilities for managing and supervising subordinate staff. Chief Deputies oversee fire prevention and arson suppression programs, coordinate/train wildland fire suppression and response teams, review fire safety plans for construction projects, and provide technical assistance to local agencies. This role emphasizes leadership, program oversight, and coordination, setting it apart from the more task-oriented Fire Marshal Deputy and the investigation-specific Fire Marshal Chief Deputy/Investigations.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns, directs, and controls the work activities of subordinate staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of unit and technical policies, procedures and guidelines.

Lead efforts to organize, manage, and deploy response teams for wildfire incidents statewide, acting as a liaison between federal, state, and local agencies, and providing direct assistance to fire districts, departments, emergency managers, and other relevant entities.

Confers with and counsels' subordinate staff to exchange information on and/or explain work policies, procedures, and guidelines and to identify the characteristics and impact of and formulate possible solutions to work-related problems.

Trains subordinate staff in the principles, practices, policies, and/or procedures of investigation and inspection to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Identify wildfire risk and develop solutions to reduce it, create policies and procedures for response operations, establish statewide training standards, and inventory and guide the use of available resources to ensure safe, effective, and consistent operations.

Reviews and compares work performance of subordinate staff with established standards to determine employee production levels and training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Reviews fire safety plans and specifications for new construction and remodeling to ensure compliance with established fire safety standards.

Advises local law enforcement agencies and fire departments to assist them with investigations and provide technical assistance.

Disseminates fire prevention information to schools, fire departments, institutions and the public to provide them with current state of the art information to get their feedback, and create goodwill.

Complies with superior officers' directions to respond to any type of emergency.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Federal, State, and local government inspection and survey procedures; the scope and impact of the investigation and inspection programs and their relationship to programs and agency units; the organizational structure, functions, policies, and standards of the agency; management principles and practices; source material and guidelines for resolving problems not covered by agency precedent or policy; state fire and pipeline laws, codes, and regulations; investigation and inspection procedures; reporting methods and procedures; storage, sale and use of flammable liquids, combustibles, and explosives; electrical wiring and heating equipment; structural safeguards; design, construction, location, installation, and operation of equipment for storing, handling, and utilizing liquefied petroleum gases; basic law enforcement.

Ability to: apply required knowledge to complete fire and arson investigations and fire prevention inspections; write complete, accurate, concise reports, determine causes of fire and explosions; understand and support management policies and procedures that impact on established short and long term goals; develop and evaluate options and plans of administrative action for solving organizational and operational problems; coordinate administrative/program operations and activities; develop and implement program objectives and performance goals; assess staff progress toward achievement of program objectives and adherence to established standards; establish and maintain good working relationships with public officials, private business representatives, and the general public.

[MINIMUM QUALIFICATIONS:](#) (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience as an active member of an organized fire department or work in fire prevention or inspection work.

OR

Experience working with the bulk storage of aboveground and underground flammable/combustible liquids, underground natural gas transmission and distribution pipelines, or wildland firefighting, suppression, and training. Prior supervisory experience.

[LEGAL REQUIREMENTS:](#) (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

NONE

[SPECIAL NOTES:](#) Some positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

Some positions in this class may be required to have special incident management certifications at the time of employment.

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## Fire Marshal Chief Deputy/Investigations

V62113

### [DESCRIPTION OF OCCUPATIONAL WORK](#)

Under limited supervision; plans, organizes, directs, and controls the fire prevention and arson suppression programs in their areas to include the investigation of the cause, origin, and circumstances of fires; performs related work as required.

[DISTINGUISHING CHARACTERISTICS:](#) (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third and final-level in the Fire Marshal Deputy series. This class is similar to the Chief Deputy but with a specialized focus on fire and arson investigations. Incumbents in these positions supervise investigation teams, provide technical assistance to local law enforcement, and ensure adherence to investigative standards. Unlike the Fire Marshal Chief Deputy role, this classification is specialized in managing and directing investigative efforts.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns, directs and controls the work activities of subordinate staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of unit and technical policies, procedures and guidelines.

Confers with and counsels' subordinate staff to exchange information on and/or explain work policies, procedures and guidelines and to identify the characteristics and impact of and formulate possible solutions to work-related problems.

Trains subordinate staff in the principles, practices, policies and/or procedures of investigation to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Reviews and compares work performance of subordinate staff with established standards to determine employee production levels and training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Advises local law enforcement agencies and fire departments to assist them with investigations and provide technical assistance.

Complies with superior officers' directions to respond to any type of emergency.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the scope and impact of the investigation programs and their relationship to agency units; the organizational structure, functions, policies, and standards of the agency; source material and guidelines for resolving problems not covered by agency precedent or policy; state fire laws, codes, and regulations; investigation procedures; reporting methods and procedures; storage, sale and use of explosives; electrical wiring and heating equipment; structural safeguards; law enforcement certification.

Ability to: understand and support management policies and procedures that impact on established short and long term goals; develop and evaluate options and plans of administrative action for solving organizational and operational problems; coordinate administrative/program operations and activities; develop and implement program objectives and performance goals; assess staff progress toward achievement of program objectives and adherence to established standards; establish and maintain good working relationships with public officials, private business representatives, and the general public; apply required knowledge to complete fire and arson investigations; write complete, accurate, concise reports, determine causes of fire and explosions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Any combination of education, training and/or experience that will enable the incumbent to possess the required knowledge, skills and/or abilities. A general qualification guideline is several years of experience/training in firefighting and successful completion of an accredited law enforcement training program with additional training and/or experience in conducting investigations.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

NONE

SPECIAL NOTE: Must be law enforcement certified in the State of Nebraska with a fire service background.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 07/06

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
DESCRIPTION	Added description of occupational work for the series	12/2024
DISTINGUISHING CHARACTERISTICS	Added distinguishing characteristics for class levels	12/2024
DESCRIPTION	Fire Marshal Chief Deputy verbiage update	01/2025
DISTINGUISHING CHARACTERISTICS	Fire Marshal Chief Deputy verbiage update	01/2025
EXAMPLES OF WORK	Fire Marshal Chief Deputy verbiage update	01/2025