

FIRE MARSHAL

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible technical, professional, managerial and supervisory work in directing the programs, activities and staff of the Fire Prevention Division which encompasses code enforcement (Fire and Elevator code inspection), fire protection engineering and community education and public relations. In addition, the incumbent serves as the City's Emergency Management Coordinator. Under the general supervision of the Fire Chief, this position is responsible for exercising considerable judgment and discretion in the planning, development, implementation and administration of assigned programs; supervision of staff; and performance of related coordination with other fire divisions and units. The work involves considerable emphasis on long-term planning and the integration and coordination of departmental and inter-departmental programs and services.

Examples of Duties and Responsibilities:

Plan, organize, direct and evaluate fire code enforcement (fire and elevator inspection) and fire protection engineering programs (e.g., plan review, construction inspection and storage tank inspection programs) and staff. Develop and implement fire/elevator code inspection policies and procedures consistent with applicable codes and standards. Effectively recommend applicants for hire and/or promotion. Effectively recommend discipline. Train, assign, and evaluate staff and maintain effective employee relations.

Oversee the development and maintenance of required records and reports and the automated inspection management system. Oversee and develop designated cost recovery programs.

Coordinate the citation process. Resolve fire safety problems and supervise the preparation of cases for prosecution. Represent the City by providing related expert testimony.

Actively participate as part of the command staff in program planning and evaluation. Coordinate the resolution of citizen complaints and other fire prevention or emergency management issues. Provide liaison, consultation, coordination and/or referral to other agencies on fire prevention issues. Work with other Fire Department managers to ensure that inspections done by fire station level personnel are completed in accordance with State mandates and policies.

Coordinate the resolution of life, property and preservation of the environment issues regarding the issuance of special fire prevention permits (e.g. relative to fireworks, blasting, outdoor burning, etc.).

Oversee and/or participate in the development of related fire codes, standards and ordinance provisions relative to the protection of life, property and the preservation of the environment. Represent the City on state and national building and fire code development committees as required.

Coordinate and supervise the planning and preparation of the Fire Prevention Division's capital and operating budgets. Ensure necessary resources are provided for in development of the budgets.

Develop and sustain diverse community fire safety training and community education programs, services and activities. Establish applicable unit policies, procedures and standards. Hire, train, evaluate and discipline unit staff. Evaluate program performance and develop intervention strategies as appropriate. Ensure programs are comprehensive, contemporary, and coordinated based on local and national loss data.

Oversee the agency's media relations activities and represent the department on sensitive media

relations issues. Oversee the scheduling of staff to serve as public information officers on a regular and emergency basis.

Serve as the City's Emergency Management Coordinator. Facilitate and coordinate the Emergency Management Planning Staff Team and manage the City's all hazard emergency management program, which includes the day-to-day direction, management, monitoring, and coordination of all emergency management programs and activities as defined in the MGO. Work closely with the Mayor's Office, city agencies, county and state government and state officials to implement emergency management strategies, programs and activities.

Work with other City agencies, other governmental bodies, citizens, and property owners to problem solve a wide variety of complex fire service and emergency management-related issues. Liaison with other City agencies on various topics, including but not limited to: signal pre-emption, traffic calming approaches, emergency management, and ordinance development. Coordinate the application of fire inspection, elevator inspection, and new construction with state agencies. Represent the Fire Prevention Division and provide related expertise to various boards, commissions and committees (e.g. the Emergency Planning Committee, Building/Fire Code Review/Appeals Board, Mayor's Neighborhood Guidance Team, etc.).

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of code enforcement (fire and elevator code) and fire protection engineering practices, methods and procedures. Thorough knowledge of applicable fire/elevator code statutes and ordinances. Thorough knowledge of the principles and practices of public/community relations and education methods. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of budgeting and program administration principles and practices. Ability to interpret and apply national, state and local fire codes and procedures and to oversee related fire protection engineering activities. Ability to interpret and apply state and local elevator codes and procedures. Ability to hire, train, discipline and evaluate personnel. Ability to supervise and review the work of lower-level professional, paraprofessional and technical staff. Ability to plan, develop, administer and direct fire prevention and community information/education programs. Ability to develop applicable fire prevention policies and procedures. Ability to inspect various building properties and apply appropriate codes and ordinances. Ability to represent division interests, to coordinate with other agencies, and to provide expertise in issue resolution. Ability to develop and maintain related records and prepare narrative and statistical reports. Ability to develop and justify budgetary requests and control budget expenditures. Ability to establish and maintain effective working relationships with co-workers, subordinates, other City employees, and the public. Ability to communicate effectively both orally and in writing. Ability to prioritize and oversee multiple projects and staff. Ability to work independently and exercise initiative, discretion and judgment in resolving complex issues. Ability to serve the community in a caring, sensitive manner, and to demonstrate patience and tolerance. Ability to adhere to professional standards incorporating honesty and integrity. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of responsible supervisory experience in directing fire prevention programs, activities and personnel. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in Fire Administration, Fire and Safety, Engineering Technology, Safety, or a related field; or an Associate Degree in Fire Science plus an additional two years of related

fire prevention program experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

Physical Requirements:

The majority of work is performed in an office setting using standard office equipment such as a computer, telephone, fax machine, and copier. However, employees may be expected to climb ladders, stairs, and access all parts of a building that is being inspected for instructional purposes. Employees may also be expected to enter fire scenes for media purposes.

Department/Division	Comp. Group	Range
Fire	18	16

Approved:

Brad Wirtz
Human Resources Director

Date