

CLASS SPECIFICATION
Fire Marshal

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the activities and personnel of the Fire Bureau's Fire Prevention Division, including fire inspection, code enforcement, fire and arson investigation, public education, special hazards and related functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class reports to the Fire Chief and is responsible for the effective management and operations of the Fire Prevention Division. Division activities include fire inspection, code enforcement, fire and arson investigation, fire and safety plan review, public education and special hazards enforcement. In addition to the position's division management responsibilities, the incumbent performs major staff administrative assignments and is responsible for policy development and implementation and program development in assigned areas of responsibility. (Note: This is a premium pay assignment. Assignments are made at the sole discretion of the bureau director. Employees so assigned may be removed from the position without a statement of cause and shall have no appeal rights.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Through subordinate supervisors, provides effective management of programs in major functional areas such as investigations, public education, code enforcement, inspections, plans review, Title III, and harbor program.
5. Serves as a member of the bureau's executive staff and makes policy recommendations to the Fire Chief; may assume command of the bureau in the Chief's absence.
6. Structures and revises fire prevention strategies to address specific problem areas identified by analysis and loss trends.
7. Conducts briefings and solicits feedback from division personnel on current issues within the division, and throughout the bureau.
8. Coordinates training for new personnel and ongoing training for division personnel in diverse areas.
9. Prepares City Code and ordinance changes related to fire prevention.
10. Conducts administrative appeal actions to consider variances from strict code application.
11. Addresses civic and other groups regarding bureau activities and programs to explain and promote public understanding of its work; promotes fire safety and community risk reduction practices.
12. Negotiates for the bureau in the development of labor agreements, intergovernmental agreements and other contractual relationships.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques in the fields of fire suppression, prevention, rescue and emergency medical services.
2. Rules, regulations and policies of the Fire Bureau.
3. Principles and practices of public administration, including budgeting and purchasing.
4. Research methods and analysis techniques.
5. Principles and practices of effective human resource management and supervision.
6. Effective community and public relations methods and practices.
7. Facilities and apparatus common to the fire service in a large urban setting.

Ability to:

1. Plan, direct and manage the activities and personnel of a large fire prevention function.
2. Analyze and make sound recommendations on complex administrative and fire prevention-related issues.
3. Understand, interpret, explain and apply relevant city, state and federal laws, codes, regulations and policies.

4. Present information, proposals and recommendations clearly and persuasively in public settings.
5. Represent the City effectively in negotiations.
6. Establish and maintain effective relationships with those encountered in the work, including City managers and staff, elected officials, other government agencies and the public.
7. Prepare clear, concise and comprehensive reports, studies and other written materials.
8. Exercise sound expert, independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Manage a diverse staff of technical, professional, uniformed and non-uniformed fire-service personnel.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in fire science, public administration or a closely related field; and at least four years of progressively responsible fire management experience at the level of Battalion Fire Chief; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Hazardous Materials Technician certification.

Fire Code certification.

Emergency Medical Technician (Basic)

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 06-05-08

Revised:

Premium assignment created to replace JCN 7960 which resulted from the Nonrepresented Classification & Compensation Study, 2000-2002, adopted 07-01-02. That class was composed of positions from the following class(es):

5328 FIRE MARSHAL. Adopted: 02-06-95

June 2009 - Change Job Class number from 7961 to 30000826, due to system change.