

CLASS SPECIFICATION
Assistant Fire Marshal

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

This is managerial and supervisory work in the Fire Prevention Division of the Bureau of Fire & Rescue.

DISTINGUISHING CHARACTERISTICS

Employees occupying positions of this class are responsible for assisting the Division Chief or Fire Marshal in managing the activities of the Division that includes managing projects and supervising staff, as well as planning, organizing, integrating, and directing work activities. Work is performed under the direction of the Division Chief or Fire Marshal. (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, organizes, controls, integrates and evaluates the work of the assigned work unit.
2. In conjunction with subordinate supervisors, develops, implements and monitors work plans to achieve the unit's mission, goals and performance measures.
3. Manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve Division and Bureau goals, objectives and performance measures.
4. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
5. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the Division's and Bureau's mission, objectives and service expectations.
6. Reviews division operations and recommends changes in policy.
7. Drafts policies; schedules and chairs policy meetings as needed; when a new policy or change of policy is to be implemented, ensures that they are explained, maintained and enforced, personally or through subordinate staff.

8. Reviews and evaluates proposed fire code ordinances; makes recommendations for changes to the Fire Marshal.
9. Participates in and involves subordinate staff in the code change process at local, state and regional levels.
10. Reviews division operations and recommends changes in policy.
11. Ensures that competent, trained personnel are assigned to investigate and determine fire cause and affix responsibility for fires.
12. Ensures that follow-up criminal investigations are conducted when fires are determined to be of an incendiary nature; assists or advises staff personnel involved in court hearings.
13. Supervises the review of all plans or building construction projects and ensures that they are competently reviewed for compliance with the codes.
14. 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.
15. Makes recommendations to the Fire Marshal for corrective action to address problems; documents and carries out progressive discipline procedures as necessary.
16. Maintains an ongoing program to improve personal leadership and managerial skills.
17. Recommends budget modifications and proposals to the Division Chief or Fire Marshal; monitors current expenditures within the adopted budget.
18. Identifies training and education needs; submits proposals for change or modification of training or education programs to the Division Chief or Fire Marshal; provides training as needed.
19. Represents the Division and Bureau on committees and acts as liaison with other fire service organizations and other city, state and federal agencies to share information, ideas, strategies and resources.
20. Monitors reports to ensure that fire loss data is properly collected and maintained; ensures that needed records are maintained and accessible to users.
21. Participates in the State legislative process on behalf of the Bureau; attends and testifies at pertinent legislative hearings, and prepares draft position papers relevant to legislative issues.
22. Serves as Acting Fire Marshal when so assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Current literature, trends, and developments in the field of fire prevention inspection, including codes, laws and legal interpretations.
2. Fire prevention inspection methods.

3. Modern methods, techniques and theories used in firefighting and fire prevention.
4. Residential and commercial building design, construction methods and construction materials.
5. Approved methods of preserving evidence of arson.
6. Fire chemistry and fire behavior
7. Hazardous materials characteristics and methods of controlling combustion or explosions.
8. Modern human resource management and supervisory principles and practices.
9. Labor contract provisions affecting Fire Prevention Division personnel.

Skill in:

1. Recognizing fire hazards and in making practical recommendations for their correction
2. Supervising the work of subordinates including delegating work, monitoring results and serving as a resource expert.
3. Reading, understanding and interpreting written material including codes, regulations, complex technical reports and manufacturer's information.
4. Preparing written reports and correspondence, and in preparing technical material with accuracy and speed.
5. Effective oral communication under varying conditions including group communication.
6. Dealing tactfully with the public and maintaining composure in stressful situations.
7. Establishing and maintaining effective, courteous, and tactful working relationships with superiors, subordinates, building inspectors, other City employees, and the general public.

Ability to:

1. Plan, direct and manage the activities and personnel of a large fire service organizational unit, such as a fire prevention unit responsible for arson investigations, public education, plans review, and fire code enforcement.
2. Analyze and make sound recommendations on complex administrative, fire prevention, and other related issues.
3. Understand, interpret, explain and apply relevant city, state and federal laws, codes, regulations and policies.
4. Exercise sound, independent judgment within general policy guidelines.
5. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
6. Manage a diverse staff of technical, professional, uniformed and non-uniformed fire services personnel.

7. Recognize potential fire hazards and prepare practical recommendations for their correction.

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 Sr. Fire Inspector or Fire Captain; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Current State EMT-Basic or higher certification

Hazardous Materials Technician certification

Uniform Fire Code certification

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: 05-13-09

June 2009 - Change Job Class number from 7951 to 30001082, due to system change.