



Job Title	Fire Marshal	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	18055

Class Specification – Fire Marshal

Summary Statement:

The purpose of this position is to plan, organize, manage, supervise, and direct the division of the Fire Marshal staff and work groups to perform a multitude of duties. This is accomplished by managing Code Enforcement involving inspections of both new and existing construction and special hazards such as hazardous occupancy, function, operation, and use of permits; engaging in Fire Protection Engineering including plans review, fire modeling and analysis, technical research, ventilation and component design, review, and approval; managing Hazardous Materials planning and process review, site and process inspection, and hazardous materials management plans; investigating fire and arson incidents including accidental and incendiary origin and cause determination, criminal investigations, multijurisdictional coordination, and collaboration up to and including taskforce creation and oversight.

Overseeing Community Services by providing strategic direction on juvenile fire setter intervention programs, fire and life safety consortium, and injury prevention programs, including media messaging and technical communication regarding fire and life safety behavior modification and awareness, as well as senior safety education. Overseeing Wildfire Mitigation program and strategic planning, grant administration, education programs with an aggressive adult behavior modification component involving neighborhood chipping large acreage mitigation work as well as collaboration among various local and state cooperators such as FEMA, State OEM, and others; maintaining a comprehensive Community Wildfire Protection Plan for the City and our local cooperators; supporting Section oversight which manages the business operations and functions for the Division of the Fire Marshal.

Overseeing all hazardous activity permits in the City and managing the processing, fee collection, and management of some programs that are handled on an annual basis; assisting in preparing the annual budget, managing books, and providing overall budget tracking and reports; collecting and maintaining all Tier II hazardous materials information per federal regulations; responsible for collecting, managing, and providing fire and other departmental reports to the general public and archiving for future use; interacting with a multitude of various other professionals such as building officials, fire chiefs, police chiefs, sheriffs, policy makers, City Council members, etc.; providing strategic direction on future fire prevention and community loss control decision as related to the fire code; and providing legal interpretation in combination with the City Administrative and municipal, and County District Attorney’s Office overseeing all Division staff including code rulings, interpretations, issues of search and seizure, Federal and State laws and regulations in addition to other legislation, rulings, or interpretations.



Job Title	Fire Marshal	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	18055

Other duties include speaking in public; instructing at various courses at a state, local, and national level; participating in various City committees and task force work groups such as for our newly purchased city-wide computer data system with is GIS based, and executive strategic leadership teams; and attending community meetings to collaborate with organizations such as the local Housing and Building Association, and others as assigned.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Plans, directs, and manages by conducting technical, professional, and statistical reviews of various journals, publications, and statistics; monitors regular section and section reports within the division to monitor progress and evaluates progress towards targets and objectives; monitors and evaluates staff supervisors on their interaction and ability to meet objectives and motivates and engages staff; provides regular critiques on division performance and customer feedback; engages public groups, customers, and policy makers to evaluate efforts and solicit feedback on performance; solicits internal feedback on processes, procedures, and work flow to improve where possible and stop inefficiencies where they surface; and provides regular division and supervisor meetings to maintain on course and in tune with operation.
20%	Evaluates, reviews, and interprets code and policy implementation by monitoring technical work product (plan reviews, construction inspections, final project results, and customer feedback on deadlines and problems); maintains availability to staff for complex problems and decisions which could result in economic impact to projects, companies, or the community itself; discusses outcomes and processes with supervisors to see how they and their staff are accomplishing and evaluating quality of various decisions; and periodically oversees or conducts plan reviews on technical issues, as well as observes or provides follow-up visits to ensure inspections are handled appropriately.
20%	Communicates and interacts with public, businesses, and corporations by participating in meetings, requests, and seminars locally to keep public informed and hearing from public on various issues, desires, and feedback; answers complaints or concerns regarding fires, code enforcement, and reports; responds to policy maker questions or requests for information on various technical, legal, or process flow issues; provides



Job Title	Fire Marshal	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	18055

	<p>feedback to national and state organizations, as well as national companies on questions that are asked regarding input on practice or procedures that they seek guidance on; conducts classes on various community and fire department issues to realtor groups, builders, and companies; discusses needs of organizations and possible funding with various philanthropic organizations; collaborates with staff on grant funding, status, and opportunities; and attends various state OEM and Fire Marshal organization meetings to help direct state and local level activities.</p>
10%	<p>Manages planning and command functions with various events, fires, and catastrophes by coordinating and providing planning functions for various community sponsored events; provides command support and planning functions for various large emergency events; and provides training and skills workshop opportunities and exercises for documentation group training, as well as participating with office of emergency management functions.</p>
5%	<p>Evaluates and observes various inspection activities by evaluating random reports pulled from quality control queue; monitors inspections by shadowing inspectors; discusses performance of inspections with contractors and the business community; evaluates various customer suggestions, complaints, or referrals; evaluates and meets with company officers who are performing company level fire inspections; and evaluates fire statistical history and code violations to verify effectiveness in code inspections. Serves as Plan Chief or Incident Commander during major community events, disasters, or investigations.</p>
5%	<p>Responds to emergency scenes and works with incident commanders, fire investigations, and the Police Department on various high-profile cases; meets with investigators and PD; evaluates and signs off on police case reports; monitors and reviews fire reports for quality control and consistency; and provides training and direction on expectations.</p>

Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.



Job Title	Fire Marshal	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	18055

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, fire protection engineering, or a related field.

Experience: Five years of full-time responsible fire service supervisory and administrative experience including two years of inspection experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Professional Engineer certification or Certified Safety	Upon hire
---	-----------



Job Title	Fire Marshal	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	18055

Professional or Certified Fire Marshal	
Hazardous Materials Awareness	Within 12 months of start date
Colorado State Fire Code Inspector II	Within 12 months of start date
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 300	Within 12 months of start date
ICS 400	Within 12 months of start date
ICS 700	Within 12 months of start date
ICS 800	Within 12 months of start date
Plans Chief certification	Within 12 – 18 months of start date
State Fire Suppression System Inspector	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Supervision Received:
Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands:
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. Will be required to successfully complete a spirometry test in order to wear a self-contained breathing apparatus (SCBA)

Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Several Times per Week



Job Title	Fire Marshal	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	18055

Wetness and Humidity	Several Times per Week
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Pitot tubes, hose monsters, hose lines, hydrants, wrenches, meters, flashlights, measuring devices, radios, cell phones, computers, printers, imagers, PPT projectors, erase boards, touch screens, TVs, monitors, electrical equipment, and test meters.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014