

CITY OF GLENDALE

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| TITLE: | Assistant Fire Marshal | CLASS CODE: | 673 |
| REPORTS TO: | Fire Marshal | GRADE: | 32 |
| DEPARTMENT: | Fire | FLSA: | E |
| JOB DESCRIPTION DATE: July 17, 2007 mc | | | |

JOB SUMMARY

Manages the operation of assigned sections, related programs and staff, of the Fire Marshal's Office with in the Fire Department. Related programs may include plan review, building inspections, code enforcement or other assigned duties.

ESSENTIAL FUNCTIONS

1. Assists with planning, organizing, and managing the operations of assigned areas within the Fire Marshal's Office which may include plan review, building inspection and arson investigation.
2. Assists with resolving difficult code enforcement situations by meeting with contractors, developers, engineers and attorneys to negotiate alternate compliance to codes and plans.
3. Investigates and resolves sensitive issues and citizen complaints.
4. Supervises assigned staff. Assists with employee selection process and makes hiring recommendations to the Fire Marshal. May conduct training of new or existing employees.
5. Assists with conducting research, analyzing findings, and evaluating alternate materials and methods in the application of the fire code.
6. May conduct program evaluations of, but not limited to, plan review, new and existing building inspections, and fire / arson investigations.
7. Assists in preparing budget documents, monitoring assigned budgets, projecting future budgetary needs, and approving expenditures up to an approved limit. Oversees the administration of contracts.
8. Participates in establishing goals, objectives, policies, and procedures for the Fire Marshal's Office. Coordinates the annual review and management of documents as assigned.
9. Assists in researching, directing, monitoring, and updating training programs for the plan review, building inspections, arson investigations section and others.
10. Performs research and analysis of data, prepares findings and submits reports related to fire prevention activities.
11. Makes public presentations regarding fire department information or educational programs.
12. May respond to fire investigation scenes.
13. May act on behalf of the Fire Marshal, including testifying in court regarding fire code issues, when assigned.
14. May represent the Fire Department on various national, state and regional committees; attends functions relating to fire, life safety and the fire code.

SECONDARY FUNCTIONS

15. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Codes, laws, statutes and/or ordinances pertaining to the City's fire code and building code
- National Fire Protection Association standards, including evidentiary laws and practices
- Principles and practices of Fire Department administration standards and operating procedures
- Principles and practices of fire prevention, suppression, and investigation
- Principles and practices of employee supervision, training and evaluation
- Department budget preparation and techniques
- Fire prevention inspection methods and techniques
- Storage, use, and handling of hazardous materials and the Federal and State laws that regulate them
- Fire protection systems
- General office equipment

Ability to:

- Plan, assign, coordinate and manage the functions and activities of assigned areas
- Supervise, train, and develop employees effectively
- Coordinate activities of staff assigned including predominance evaluation or recommendation or actions to superiors
- Develop effective fire prevention programs
- Prepare budget recommendations and administer requirements
- Conduct accurate, thorough fire scene investigations
- Perform related work in environments and sites in various conditions or stages of completion
- Evaluate technical reports and engineer effective alternate fire protection measures
- Listen and communicate effectively with diverse groups of people both verbally and in writing
- Investigate and resolve complex or sensitive citizen issues
- Establish and maintain effective working relationships with City staff and the general public
- Operate computerized fire dispatch, information systems, and general office equipment
- Prepare administrative and technical reports

WORKING CONDITIONS

Office setting with some field inspections and fire investigation duties. Some exposure to environmental factors and hazards for fire investigation or on-site construction inspections including bending, stooping, looking overhead, or working in cramped areas. Some work requires climbing ladders, steps and working with small hand tools while performing inspection duties.

MINIMUM REQUIREMENTS

Bachelor's Degree in fire science, fire prevention, fire investigations, or a related field, and five years of experience performing in fire prevention operations and inspection work, including one year in a supervisory position.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Must possess and maintain a valid Arizona driver's license.
Possession of code certification for the City of Glendale's currently adopted fire code or ability to obtain within one year of hire.