

CITY OF GLENDALE

TITLE:	Fire Marshal	CLASS CODE:	674
REPORTS TO:	Assistant Fire Chief	GRADE:	36
DEPARTMENT:	Fire	FLSA:	E

JOB SPECIFICATION DATE: September 28, 2009 cm

JOB SUMMARY

Directs, coordinates, and evaluates the operations of the Fire Prevention Bureau and the Community Relations Division and their related programs. These programs include Fire Code Management, fire and life safety maintenance inspections, construction inspections, plans review, fire investigations, public education, and community services.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and manages the operations and staff of the Fire Prevention/Investigations Division and the Community Relations Division.
2. Prepares performance plans, conducts employee evaluations, works with employees to correct deficiencies, and manages the disciplinary process.
3. Develops goals, objectives, policies and procedures for the Fire Prevention/Investigations Division and the Community Relations Division.
4. Prepares, updates, interprets and enforces the City's Fire Code.
5. Resolves difficult code enforcement situations by meeting with contractors, developers, engineers and attorneys to negotiate alternate compliance to codes and plans.
6. Develops, administers, and monitors the divisional budgets.
7. Conducts research, analyze findings, and evaluate alternate materials and methods in the application of the Fire Code.
8. Participates in developing goals, objectives and policies for the Fire Department.
9. Performs field inspections of complex or known problem situations, or to view problem situations prior to a hearing on the matter.
10. Monitors State Legislation regarding Fire Codes and related issues; testifies for Legislative Committees on related Fire Legislation. Respond to significant alarms; supervises the investigation of major fires and fires involving death.
11. Testifies in court regarding Fire Code issues.
12. Prepares and submits reports related to Fire Prevention activities.
13. Operates computerized fire dispatch and information systems.
14. Conducts training of new or existing employees.
15. Represents the Fire Department on various national, state and regional committees; attends functions relating to fire, life safety and the Fire Code.

SECONDARY FUNCTIONS

16. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws and ordinances pertaining to the City's Fire Code and building code
- Principles and practices of Fire Department Administration
- Principles and practices of fire prevention, suppression, and investigation
- Principles and practices of employee supervision, training and evaluation
- Budgeting practices and techniques
- Fire prevention inspection methods and techniques
- Storage, use, and handling of hazardous materials and the Federal and State laws that regulate them
- Evidentiary laws and practices
- Fire protection systems
- Automated data entry and retrieval systems

Ability to:

- Plan, assign, coordinate and manage the functions and activities of divisional areas
- Supervise, train, and develop employees effectively
- Develop effective fire prevention programs
- Prepare and administer a budget
- Conduct accurate, thorough fire scene investigations; prepare administrative and technical reports
- Evaluate technical reports and engineer effective alternate fire protection measures
- Deal effectively with hostile and irate people
- Investigate and resolve complex or sensitive citizen issues
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with City staff and the general public

WORKING CONDITIONS

Office setting with occasional field inspections and fire investigation duties. Exposure to hostile and irate people.

MINIMUM REQUIREMENTS

Bachelor's Degree in fire science, fire prevention, fire investigations, or a related field, and five years of work experience performing fire investigations in a fire prevention/investigations bureau.

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

SPECIAL REQUIREMENTS

- IFCI Fire Code Certification within one year of hire
- Valid Arizona driver's license