

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	FR65
FLSA:	E
WC:	7704
PG:	511
EEO:	2

CLASSIFICATION TITLE: DEPUTY FIRE MARSHAL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional work at the supervisory level completing technical and administrative tasks involved in the inspection and enforcement of fire related regulations and codes, overseeing and delivering public education programs regarding fire prevention, and conducting fire investigations in support of the City's fire fighting and rescue efforts. Supervises certain programs within the division as well as assigned subordinates and accepts responsibility for the division in the absence of the Fire Marshal.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, maintains standards through the effective coordination of activities; acts on employee problems; provides recommendations concerning employee selection and disciplinary actions; trains new employees and firefighters in inspections, investigations, fire fighting, and fire prevention techniques and services.

Provides input and recommendations regarding long and short range plans which meet the fire prevention goals of the department and City; assists in developing new techniques, programs and procedures to improve departmental operations; conducts fire loss research and develops statistics to assist in developing goals and objectives for the division.

Conducts inspections of new, existing, and/or under construction buildings and businesses to ensure compliance with applicable fire codes and regulations; inspects underground piping sites for buildings; conducts follow-up inspections as required; develops systematic approach for conducting annual and bi-annual inspection program.

Issues court citations for uncorrected violations, testifies in court for issued citations and recommends closing of business or construction sites for violations; recommends issuing or issues Certificates of Occupancy, permits for open burning and blasting; inspects property and sites for compliance with EPD, and City regulations, for open burning; provides resolutions to related discrepancies, problems, and issues.

Coordinates and oversees public relation activities for the division; schedules and conducts presentations for various community groups including schools, businesses, homeowner's associations, civic groups; develops and presents fire safety education programs; prepares presentation materials, lesson plans, tests, and related forms and documents.

Conducts investigations of fires to determine cause and origin; searches fire scene to gather, tag, log and maintain chain of evidence; takes photographs and prepares drawings as required; interviews witnesses and suspects; takes written statements; prepares written report detailing all information related to the fire for use in future litigation and public record.

Responds to fire, rescue and/or emergency medical emergencies when available or as directed; may engage in all aspects of fire suppression operations, driving emergency vehicles to the scene, assessing patient conditions and providing emergency medical care, and serve in a lead and supervisory role.

Attends City Council meetings and other Fire Department related meetings when needed, or as directed by the Fire Marshal.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in firefighting, investigations, law enforcement or closely related field; three years of experience in fire fighting and investigations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess certifications as a Law Enforcement Officer (POST), Firefighter, Arson Investigator, Fire Inspector, and in CPR.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Must have a comprehensive knowledge of principles, practices and techniques of fire prevention, support services and suppression. Must have comprehensive knowledge of practices and procedures for Code enforcement, fire/arson investigation, interviewing techniques and fire prevention programs. Must understand and have the ability to interpret Federal, State, and local fire regulations, ordinances, and laws, including arson laws, Fire Prevention and Life Safety Codes, and applicable Standard or International Building Codes. Must have a thorough knowledge of the geography of the City and the location of streets, principal buildings, streets, and fire hydrants. Must have a solid understanding of principles, practices and procedures of modern fire fighting, fire prevention, fire personnel training, and emergency medical methods.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50-100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Administrative essential functions are regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.