

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	FR63
FLSA:	E
WC:	7704
PG:	514
EEO:	1

CLASSIFICATION TITLE: FIRE MARSHAL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional work at a highly responsible supervisory and administrative level, directing the activities of the Fire Prevention Division/Fire Marshal's Office of the Fire Department and securing compliance with County, City, and State fire prevention laws, ordinances, and accepted standards through the inspection of commercial and public structures and other installations. Plans, schedules and directs activities including the development of strategies to improve fire prevention, fire safety education and fire inspection programs, and is involved in conducting all fire investigations.

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; instructs, assigns and reviews work; maintains standards through the effective coordination of activities; complete performance evaluations; allocates personnel; acts on employee problems; provides recommendations concerning selecting new employees, transfers, promotions, disciplinary action, employee discharge, and salary administration issues.

Ensures enforcement of state and local fire laws, ordinances and regulations.

Reviews construction building plans and engineering plans for all commercial and multi-family projects for compliance with applicable codes and fire protection engineering principals and concepts.

Inspects, or causes to be inspected, all existing and/or new commercial and multi-family buildings, construction, and fire protection equipment, systems, and processes, to ensure compliance with applicable fire and life safety codes and standards.

Makes recommendations for corrective actions for construction that fails to comply with codes.

Interprets fire prevention, life safety and fire related building codes and standards for developers, contractors, architects, engineers, city officials and the public as needed.

Receives and responds to complaints on code violations and enforcement; issues court citations and testifies in court as necessary.

Provides inspection reports, permits and related documents to City Departments, the public, contractors, engineers, architects, business owners, and public officials as required; documents and maintains records of information released.

Conducts fire scene and arson investigations and prepares reports and findings of such investigations; collects, preserves, and transports evidence to the State Crime Lab.

Coordinates the City's hydrant inspection program; oversees hydrant inspections and coordinates the repair of any noted problems; ensures assigned inspections are completed by station personnel; reviews plans and specifications for fire mains and hydrant installations, and ensures the testing of each hydrant annually at a minimum.

Develops and supervises the maintenance of fire prevention, fire and life safety education, fire inspection, and arson investigation reports and record keeping system in accordance with State law and as directed by the Deputy Fire Chief; provides an annual report to the Deputy Fire Chief on activities related to the same.

Develops and submits to the Deputy Fire Chief long and short range plans which meet the fire prevention goals of the department and City; conducts fire loss research and develops statistics to assist in developing goals and objectives for the division.

Prepares and submits to the Deputy Fire Chief the annual budget for the division providing proper justification where necessary; maintains records of budget, budget expenditures, payroll, general correspondence, permits, and related information.

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

Responds to emergency calls when requested

Assist Fire Department Training division with technical information from Fire Marshal's section for training of firefighters.

Attends job related conferences and training programs to update knowledge and skills and meet State requirements for mandated training.

Attends job related meetings with contractors, developers, engineers, architects, business owners, other City departments and the general public as needed.

Conducts community fire prevention and safety educational programs to explain and promote public understanding of fire safety, and promotes same in private and public school systems; schedules and conducts station tours.

Oversees and directs the Community Risk Reduction programs.

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, paramedic/emergency services or closely related field required, Bachelor's degree preferred; six to nine years of experience in fire suppression and prevention as an officer or higher level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job preferred. Must possess certification as a Fire Inspector and Firefighter by the State of Georgia (required by Georgia Minimum Standard Training Act). Must be POST certified as a Peace Officer and a Fire Investigator I and II. Must be able to meet the requirements of the Georgia Association of Chiefs of Police and serve as the law enforcement agency head for the Fire Marshal's Office. Must have certification from NFPA as a Plans Reviewer. Must possess and maintain a valid State of Georgia driver's license.

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 knowledge of principles and practices of administrative supervision, leadership and training. 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 International Building Codes, NFPA 101 Life Safety Code, and other applicable NFPA Standards as they relate to fire inspections. 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 evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

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 start, stop, operate and monitor the functioning 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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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 (12-20 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.