

JOB DESCRIPTION

POSITION:	Battalion Chief – Fire Marshal
CLASSIFICATION:	Community Services/Public Safety
POSITION RANGE:	#50
REPORTS TO:	Fire Chief
FLSA STATUS:	Exempt

General Statement of Duties

Under general direction of the Fire Chief, assumes primary responsibility for the supervision and management of the District's community services division. Plans, directs and coordinates the activities of the fire prevention bureau and technical fire protection programs including the CAD and GIS systems programs.

Essential Functions

- Direct, manage, supervise, and coordinate the programs and activities of the Community Services Division, including public relations, public information, public safety education, arson and fire investigation, fire inspection, and plan review.
- Perform plan review and new construction inspections. Provide technical expertise concerning fire protection infrastructure planning.
- Plan, direct, and perform computer aided dispatch (CAD) system maintenance, updating, and map system coordination functions (GIS), along with CAD system records management.
- Plan, direct, coordinate, and review the work plan for the Community Service Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and calculate work products, methods and procedures.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer community service policies and procedures.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to fire prevention and inspection programs, policies, and procedures as appropriate.

- Serve as a liaison for the Community Services Division with other governmental agencies; negotiate and resolve significant and controversial issues.
- Provide highly responsible and complex administrative support to the Fire Chief; prepare and present staff reports and other necessary correspondence.
- Direct, supervise, train, and motivate shift fire inspectors; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures as necessary and/or requested by superior officers.
- Participate in the development and administration of the Community Services Division annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Assist in the preparation of the hazardous waste management plan, research laws to identify solutions to the storage of hazardous materials.
- Oversee fire safety inspections of commercial and industrial occupants.
- Participate on a variety of boards and commissions, professional group meetings and stay abreast of new trends and innovations.
- Respond to citizen inquiries and resolve difficult and sensitive complaints.
- May be assigned additional duties and responsibilities at the discretion of the Fire Chief to ensure the Fire District's mission and/or operational objectives are met.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Knowledge of state and local codes, laws, ordinances, rules, regulations, and policies as they apply to the Fire District. Thorough knowledge of fire hazards and related prevention and abatement methods. A thorough knowledge of the principles and practices to be observed in conducting prevention inspections. Knowledge of basic building construction and of fire science principles, strategies and tactics. Knowledge of toxic and flammable materials, fire investigative techniques, and private fire protection systems.
- Ability to communicate and express ideas clearly and concisely both verbally and in writing and must be able to deal effectively with property owners and the public to gain compliance with fire codes and standards.
- Ability to be creative to solve existing and new prevention problems within the parameters of adopted code requirements in a rapidly changing atmosphere.
- Ability to plan, schedule, and instruct classes for the public on fire prevention subjects.
- Ability to establish and maintain effective working relationships with individuals inside and outside the organization to accomplish District goals.

Required Training and Experience

- Candidate must have two (2) years of progressively responsible experience in fire prevention.
- Candidate must be currently Arizona certified EMT, I-EMT, or Paramedic.
- Candidate must be able to complete an Associate's degree in applicable field within one year of appointment to the position of Fire Marshal, and/or possess the required knowledge, skills and abilities to successfully perform the duties as required by the position.

- Candidate must complete certification as a Uniform Fire Code Inspector within one year of appointment.

Additional Requirements and Qualifications

- Demonstrated ability providing the leadership required for organizational effectiveness and success.
- Demonstrated ability to initiate and exercise a positive role in consideration of the Fire District's mission both interior and exterior to the organization.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel.