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POSITION ANNOUNCEMENT

Position Title: Fire Marshal – Division Chief Community Safety Services
Job #: 01-12 B Open to Public
Department: Poudre Fire Authority
Salary Range: \$114,088 – \$118,846 per year. Salaries are paid biweekly
Closing Date: February 6, 2012
FLSA Status: Exempt
Work Schedule: Standard 40 hour work week
Selection Process: Review and Screening of On-Line Application;
Resume Review & Screening;
Interview;
Background Investigation – acceptable/unacceptable;
Drug Screen and Physical Exam & Evaluation - acceptable/unacceptable

SUMMARY:

This highly responsible administrative position manages the Community Safety Services Bureau. Responsibilities include the management and supervision of all assigned Bureau operations and staff including plan review; construction and existing building inspections; hazardous materials compliance; investigations; emergency management; public information/education; and code development. Represents the Fire Chief and the Authority to the public and maintains an active role in outside activities to include meetings with the public, other public safety departments or other jurisdictions. This is a non-ranked, uniformed position reporting to and serving at the pleasure of the Fire Chief. This is an upper-management position responsible for a major department staff function on a 40-hour work week.

SUPERVISION RECEIVED:

The Fire Marshal works under the general direction and guidance of the Fire Chief. The Fire Marshal is expected to make independent decisions regarding the direction and operation of the Community Safety Services Bureau.

SUPERVISION EXERCISED:

Direct or general supervision of the personnel and functions of the Community Safety Services Bureau.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive:

Participates in the Authority's overall community risk reduction efforts including the identification of risks development and implementation of mitigation strategies; coordination of efforts with stakeholders; and evaluation of outcomes. Helps to maintain integrity and accuracy of incident, occupancy, and inspection databases.

Commands, directs, coordinates, and provides instruction to Bureau employees. Schedules, assigns and evaluates work; conducts short and long term plans for the Bureau; measures program performance; and ensures efficient operations of the Bureau and the delivery of strong customer service. Manages all assigned personnel and resources, maintains strong communications throughout the Bureau, with other division heads, Battalion Chiefs and with the Fire Chief.

Prepares, controls, and monitors the Bureau budget. Reviews and approves purchases, monitors resources, and ensures budgetary compliance throughout the fiscal year.

Serves as a high level representative of the department with outside agencies, other fire and rescue departments, and the public. May make commitments on behalf of the Authority.

Responsible for the daily supervision of sworn and civilian personnel to include: recommending employee promotions and other changes; recommendations on disciplinary actions; salary adjustments; scheduling and assigning work; allocating resources; and evaluating performance. Trains and develops subordinate staff as appropriate.

Works closely with other departments and sworn and civilian personnel to communicate and coordinate service delivery and sharing of resources as needed.

Prepares written and verbal reports to the Fire Chief and others regarding operational and administrative issues. Ensures that policies and procedures are enforced throughout the Community Safety Services Bureau.

Responds to major fire, emergency, disaster, and other rescue scenes. May function as on-call Fire Investigation Supervisor on a rotational basis with the Assistant Fire Marshals. May function as the Emergency Manager and coordinate activation and maintenance of the Fort Collins Emergency Operation Center. May function as the Public Information Officer.

Administers fire codes to ensure protection of life and property. Develops, presents, and implements code modifications and amendments as necessary. Prepares code adoption documentation for several cities, collaborates with stakeholders, and makes presentations to elected officials.

Enforces all ordinances regarding the storage and use of hazardous materials; installation and maintenance of all fire alarm systems and fire extinguishing systems; the elimination of hazards in all structures, buildings, and open space (including those buildings under construction); maintains means of egress and investigates the cause, origin, and circumstances of fires; and releases of hazardous materials.

May recommend criminal charges or issue summons as appropriate as they pertain to arson, fire code, and hazardous materials violations.

Responsible for the plan review and inspection process for new development, new construction, and tenant improvement projects in accordance with adopted standards, policies and codes.

Responsible for inspecting existing business occupancies and for inspecting and testing of fire protection and detection systems and equipment in accordance with adopted codes, standards, and policies.

Responsible for the Office of Emergency Management and assigned staff.

Responsible for the Public Affairs and Education function and assigned staff.

Conducts investigations of fire-code-related complaints from the public and departmental personnel, supervises SARA Title III, and conducts community education regarding hazardous materials reporting and other departmental information.

Performs additional administrative tasks, or other responsibilities as needed and assigned.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS:

- Bachelor's Degree in Fire Science, Public Administration, Business Management, or similar discipline
- Seven (7) years of related experience with at least three years of supervisory experience
- Fire service experience is desired
- Demonstrated knowledge and experience in fire inspection, code enforcement, and construction plan review related to fire and life safety issues
- Demonstrated knowledge and/or experience with the functions of Office of Emergency Management functions are desired
- Demonstrated knowledge and/or experience with the functions of Public Affairs and Education are desired.
- Certified as an IFC Fire Inspector II by the International Code Council

- Certified as a Fire or Building Plans Examiner by the International Code Council
- Certification as ICC or NFPA Certified Fire Marshal is desired
- State certified as a State of Colorado Fire Suppression System Inspector or ability to obtain within 6 months from the date of hire
- State certified as a State of Colorado Fire Inspector III – Plans Examiner or ability to obtain within 6 months from the date of hire
- ICS 100, 200 and IS 700, 800
- Must have Colorado driver's license and be insurable by Authority's insurance provider
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as those listed above, may be considered.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Requires strong knowledge of the principles, practices, and techniques of fire department and public management and administration to include budgeting skills, personnel management, and supervisory skills.
- Ability to provide goals, objectives, and measurable outcomes for assigned programs and staff.
- Requires strong leadership skills and ability to provide a clear vision for the Bureau and related programs that is aligned with the direction of the division and Authority.
- Must thoroughly understand applicable federal, state, and local laws and regulations as they apply to fire services; building and fire codes; personnel law; safety regulations; National Fire Protection Association standards; local municipal codes and departmental rules; regulations; and standard operating guidelines.
- Requires expert knowledge of the principles, practices, and techniques of modern fire suppression, prevention, and community risk reduction strategies.
- Must have strong verbal and written communication skills and the ability to interact well with staff, employees, citizens, and command staff members of other departments.

PHYSICAL DEMANDS

- While performing the duties of this job, the incumbent is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects. Also includes climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, hearing, and seeing. The incumbent is frequently required to reach with hands and arms.
- Incumbent must communicate clearly and effectively; must understand and be understood.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.
- Requires frequent use of equipment including: personal computer (including various software packages, database, and spreadsheet programs), Authority automobiles, calculators, telephones, facsimile machines, copy machines, printers, and other general office equipment.

WORK ENVIRONMENT AND GENERAL INFORMATION:

- Most work is performed in an office environment. The Fire Marshal will occasionally work at emergency scenes, in damaged structures, on construction sites, and on uneven terrain.
- The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive.
- The job description does not constitute an employment agreement between the employer and the employee, and is subject to change as requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit your application ON-LINE ONLY at www.poudre-fire.org . Additionally, submit a resume to HR@poudre-fire.org . If you experience difficulties submitting your application or do not receive a confirmation e-mail, please call 970.416.2857.

THE POUFRE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER