

LAKE JOHANNA FIRE DEPARTMENT

JOB DESCRIPTION - # 1450

Subject: Fire Marshal/Deputy Chief

STATUS: Exempt
REPORTS TO: Fire Chief

I. PURPOSE

To specify the minimum requirements and job description for the position of Fire Marshal/Deputy Chief of the Lake Johanna Fire Department.

The objective of the Fire Marshal/Deputy Chief position is to ensure firefighter and public safety through code enforcement, and to find the origin and cause of fires through investigation.

II. SCOPE

This job description contains minimum requirements for the assignments, duties and responsibilities of the Fire Marshal/Deputy Chief of the fire department.

III. OBJECTIVE

Performs professional and technical work for fire prevention, conducting fire code inspections of residential and commercial buildings, reviewing building construction plans to ensure they meet life safety and fire codes, and investigating fires for cause and origin. Enforces State, Federal and local codes for the safety of life and conservation of property; performs administrative managerial work involving all fire department operations and activities; oversees paid on call firefighters; performs fire suppression and EMS duties as needed and performs related duties as required.

III. RESPONSIBILITIES

1. Conducts structural plan reviews for compliance with existing requirements and fire resistive construction:
 - Evaluates the occupancy classification to determine the appropriate construction types.
 - Evaluates the hazard classification to determine the required level of the fire protection system.
 - Evaluates the need for fire alarm systems.

2. Conducts plan reviews for fire appliance installations:
 - Evaluates the proper level of protection.
 - Ensures that all areas required to be protected are provided with the proper and most appropriate protection.
 - Ensures that the proposed equipment and appliances are approved for that use.
 - Evaluates automatic sprinkler plans to determine adequate water supplies are available.
 - Evaluates fire alarm systems to ensure that the proper zones have been identified and are annunciated properly on the panel.
3. Makes field inspections—new and existing structures to ensure compliance with building and fire codes:
 - Conducts acceptance tests on automatic sprinkler and fire alarm systems.
 - Inspects existing structures to ensure that the fire protection features are maintained in an operable condition.
 - Makes periodic visits to projects under construction to assess the progress and to provide the contractor with feedback on the code issues.
 - Addresses complaints through inspections and contact with the cities to handle fire safety concerns.
 - Conducts follow-up inspections to verify the completion of the required corrections.
4. Confers with contractors and developers:
 - Participates in preconstruction meetings to provide the contractors and developers with information regarding fire and building codes and local requirements.
 - Advises contractors and developers on alternate acceptable methods and materials to achieve code compliance.
 - Negotiates with all parties involved to achieve an agreeable solution to problems in code compliance.
 - Coordinates plan review and inspections with the Building Official.
5. Communications:
 - Writes letters, orders, and confers by telephone when administering fire and building codes or local ordinances.
 - Writes code interpretations regarding fire and building code requirements.
 - Testifies in court regarding fire prevention enforcement requirements and arson crimes.
6. Fire Investigation:
 - Conducts fire investigations as required by the Fire Chief.
 - Completes fire investigation reports upon completion of investigation.
 - Works with insurance companies in handling investigations and provides them with copies of investigation reports when appropriate.
 - Works closely with Law Enforcement and other agencies in solving arson cases.

7. Administrative Duties:
 - Prepares and submits fire prevention budget recommendations to the Fire Chief.
 - Assigns and reviews work for fire inspectors.
 - Assists the Fire Chief in administrating the code enforcement activities.
8. Coordinates Fire Prevention Education:
 - Maintains Fire Education Library
 - Manages inventory of fire prevention educational materials
 - Coordinates fire education with school districts.
 - Performs or arranges educational programs for business and community association and groups.
9. Performs other duties as needed.
10. Supervises full-time and part time personnel on a daily basis. Monitors Duty Crew shift schedules and makes necessary staff changes when appropriate. Directs, coordinates and oversees day-to-day department operations and coordinates activities with other departments, agencies or associations.
11. Assists with preparation and administration of departments operating and capital budgets. Assists the Fire Chief in reviewing fire department needs. Prepares preliminary budget requests and estimated costs. Assists in purchasing goods and services as necessary.
12. Performs any routine departmental duties as directed by the Fire Chief. Takes a leadership role in projects approved by the Fire Chief.
13. Assists in the development of department policies, procedures, programs and goals. Prepares and develops project reports as assigned. Oversees and enforces department rules, regulations, policies and procedures. Initiates disciplinary action when necessary. Communicates department policies and procedures to staff so that all will have a clear understanding of expectations, purposes and objectives.
14. Participates in the hiring process for all firefighter positions; recommends promotions, transfers and hires.
15. Assists in administrative activities such as budget preparation and administration, billing, purchasing, scheduling, inventory management, payroll and management information systems.
16. Anticipates activities or events that may adversely impact the fire department and takes appropriate action as may be necessary.
17. Encourages and solicits input from employees to improve performance quality or effectiveness of services.
18. Establishes and maintains a safe and positive working climate in which personnel will be motivated to work to their full potential.
19. Recognizes personnel problems promptly, determines facts and issues, takes action to resolve problems effectively and reports serious matters to the Chief.
20. Performs other duties and assumes other responsibilities as needed or assigned by the Chief.

SECTION**SUBJECT**

Job Description

Fire Marshal/Deputy Chief

IV. KNOWLEDGE, SKILLS AND ABILITIES

1. Is knowledgeable of codes, regulations, and ordinances concerning the fire service.
2. Is familiar with our Cities geographical layout and knowledge of particular fire problems presented by types of buildings, location of streets and available water supply.
3. Has the ability to deal effectively with people of all backgrounds and to maintain positive and effective working relationships with City Officials and the general public.
4. Has the ability to clearly and precisely respond to citizen inquiries with tact and diplomacy.
5. Uses creative and sound judgment to resolve differences and respond to challenges
6. Has considerable knowledge of firefighting and emergency rescue techniques and practices.
7. Has considerable knowledge of the operation and routine maintenance of all firefighting equipment, tools, and apparatus.
8. Working knowledge of the standards, methods and operations of an EMS service.
9. Has the ability to react effectively under pressure and to make quick and appropriate decisions.
10. Has the Ability to direct the operations at a fire, medical and rescue scenes using the incident command and NIMS system.
11. Demonstrates considerable ability to communicate effectively, both orally and in writing, including report preparation, meeting facilitation and presentations before groups.
12. Has the ability to manage department operations and supervise staff that have a wide range of skills, knowledge and experience.
13. Has the ability to bend, stoop, kneel, crouch, sit, stand, push, pull, twist, turn and occasionally run, and to perform movements requiring eye-hand coordination and manual dexterity for extended periods of time.
14. Has the ability to use large motor skills to lift and carry or drag patients, victims and equipment in excess of 100 pounds when needed with frequent lifting and/or carrying of objects weighing 25 to 50 pounds.
15. Has the ability to ascend and descend ladders, stairs, scaffolds, poles and ropes and maintain balance while carrying equipment during training exercises and as needed. Heights range from 25 to 100 feet or more.
16. Have the ability to bend the body forward and downward by bending the spine at the waist, bending the legs at the knees, and the ability to move about on hands and knees or hands and feet.
17. Has the ability to hear and speak to operate radio communications equipment, a telephone to communicate with victims or staff in fire or emergency rescue situation or in daily administrative work.
18. Has the visual ability to obtain impressions of the shape, size, distance, motion, color or other characteristics of objects for fire suppression and patient care. Depth perception, color and night vision, and peripheral vision is required.
19. Has the ability to occasionally work in and around smoke, loud noises and temperature extremes with occasional exposure to hazardous chemicals, fumes, electric shock and infectious diseases.
20. Has the ability to smell and differentiate between gas and smoke types.
21. Has the ability to research and analyze problems, cost-out proposals and recommend appropriate solutions.

V. MINIMUM QUALIFICATIONS**REVISED DATE**

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SECTION

Job Description

SUBJECT

Fire Marshal/Deputy Chief

1. Valid Minnesota Driver's license and excellent driving record.
2. Must be current Minnesota State Certified Fire Inspector I.
3. Must have previous Fire Inspection experience using the State Fire Code.
4. Current Minnesota Firefighter II certification.
5. Hazmat Operation level Certification, meeting NFPA #472 standards.
6. Current EMT-Basic certification, meeting the EMSRB standards.
7. Must have a minimum of 6 years of firefighting experience.
8. Must have attained the rank of Captain or higher.
9. Ability to perform all functions of a firefighter.

VI. DESIRED QUALIFICATIONS

1. NIMS 300, 400, and 700 certificate.
2. Minnesota State Certified Fire Inspector II.
3. Previous experience supervising and managing Firefighters.
4. State Licensed Firefighter thru the MBFTE.
5. Completion of State of Minnesota Fire Investigation courses.
6. Completion of Building Plan Review courses.
7. Completion of Sprinkler Plan Review course.
8. Blue Card Certified Hazard Zone Incident Commander Training program.
9. Associate Degree in Fire Sciences or Fire Service Management
10. Bachelors Degree in Liberal Arts or General Science program
11. Graduate of the National Fire Academy's Executive Fire Officer Program
12. Lives within 15 minutes of our fire district.

Approved by:

Fire Chief

Date**REVISED DATE**

4/20/15

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