



# FRONT RANGE FIRE RESCUE

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## FRONT RANGE FIRE RESCUE

### POSITION DESCRIPTION

POSITION: Life Safety Chief/Fire Marshal

STATUS: FLSA Exempt (Career)

REPORTS TO: Fire Chief

DATE: October 17, 2016

Rev.

The following position description is established for the Front Range Fire Rescue to outline the basic duties and responsibilities of the position.

#### **Hours of Service:**

Career: Normal 40-hour work week (FLSA Exempt). Attendance at meetings, inspections and response to emergency incidents outside of normal business hours is required.

#### **Summary of Position:**

The Life Safety Chief/Fire Marshal is a managerial, supervisory and technical position responsible for routine and complex management of community and life safety programs, coordinating physical, human resources, policy development and interaction with other local and state governments as required for application of community and life safety programs. In addition to community and life safety responsibilities serves as a member of the authority management team and exercises the roles of a chief officer and member of the command staff during emergency response when required.

The Life Safety Chief/Fire Marshal reports to the Fire Chief.

#### **Essential Job Functions:**

Plans, manages, and coordinates all fire prevention, education, inspection, investigation, community engagement and emergency management activities, including supervising subordinate personnel assigned to program duties.

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100 TELEP AVENUE  
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Performs inspections, fire protection system tests and new construction plan reviews in accordance with fire prevention procedures, FRFRA polices and adopted fire codes.

Manages the fire code adoption with the Towns of Milliken and Johnstown and Weld and Larimer Counties.

Manages contracts for technical fire prevention services.

Attends development review meetings, participates in the new construction review process and represents the authority in the land use system of the towns of Johnstown and Milliken and Weld and Larimer Counties. Attends local government governing board meetings as necessary to represent the Authority in community safety matters.

Maintains community safety records, permit and fee systems.

Participates in the Weld County emergency management system and represents the Authority in the Johnstown and Milliken emergency management planning systems.

Participates as necessary in Weld and Larimer County and regional emergency management organizations.

Develops and maintains Authority's emergency operations plan and provides emergency management training to all authority personnel.

Develops, implements and manages public education and community engagement programs.

Investigates fires to determine the origin and cause and when necessary cooperates with law enforcement in pursuing criminal charges when arson is suspected. Cooperates with law enforcement and social services in juvenile fire setter counseling.

Cooperates with the Operations Chief in managing fire prevention activities implemented by operations personnel.

Trains all Authority personnel in fire prevention, emergency management and community safety topics.

Conducts and documents formal and informal counseling sessions with subordinates and conducts and documents performance evaluations of subordinates.

Develops, maintains, and coordinates Authority Operational S.O.G.'s/G.O.P's and their periodic review.

Executes disciplinary procedures in accordance with Authority policies and procedures.

Gathers and submits payroll summary to Fire Chief or designated representative.

Audits NFIRS reports and records management system and submits summaries to Fire Chief in accordance with District S.O.G./G.O.P.

Responds to alarms and other calls for service as a member of the command staff.

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Administers emergency medical services to injured or ill persons in accordance with Authority G.O.P/ S.O.G. and UCH EMS Protocols.

Operates a personal computer, radios, other communication equipment and Authority vehicles required to accomplish position duties.

Obtains and maintains a sound knowledge of all Federal, State and local laws, fire prevention, education, community engagement, emergency management and the Authority's Standard Operating Guidelines, Personnel Handbook, organizational chart and chain of command.

Obtains and maintains a sound knowledge of the Authority's geography and target hazards.

Obtains and maintains all necessary and required certifications in accordance with Authority G.O.P/S.O.G.

Participates in all on-duty training and safety programs as conducted or provided by the Authority required as member of the command staff.

Works with employees to correct deficiencies, implement discipline and recommend for terminations as appropriate.

Carries a pager, cell phone or other device to return to duty in accordance with Authority G.O.P./S.O.G.

Establishes and maintains positive and effective working relationships with other employees, Authority officials, officials of other local and state agencies and other area emergency service providers.

Carries out duties in accordance with Federal, State, County, and Town laws and ordinances.

Identifies opportunities for improving work methods and procedures.

Attends both fire districts' monthly board meetings, unless directed otherwise.

Assists fire chief in financial oversight and budget processes.

May be assigned to, or assist with, special projects as directed.

Work cooperatively with other Authority employees, officials and members of the public.

Work under stress and use good judgment in emergency situations.

Prepare clear, concise and accurate reports.

Perform and participate in other duties as assigned.

Understand and exercise transformational leadership in interpersonal relationships.

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## **Preferred Qualifications, Certifications, Education and Licenses:**

Possess and maintain a valid State of Colorado Driver's License.

Possess and maintain a minimum Colorado Firefighter II certification.

Possess and maintain State of Colorado Hazardous Materials-Operations Certification.

Possess and maintain State of Colorado E.M.T.-B Certification.

Colorado Firefighter Officer I Certification.

10 years of experience in a fire service organization with three years' experience in a fire prevention and/or community safety.

Supervisory and fire officer experience.

Successful completion of Blue Card Incident Command Program

Bachelor's degree in a field of study related to public safety, fire protection engineering, fire science, and public administration although other fields of study will be considered.

NIMS 100, 200, 300, 400, 700, and 800.

Possess and maintain Colorado Fire Code Inspector I or equivalent.

Possess and maintain Colorado Fire School Inspector.

Possess and maintain Colorado Fire Suppression Inspector.

Possess and maintain NAFI or IAAI Fire Investigator.

Possess and maintain Junior Firesetter Specialist I

Possess and maintain Colorado Public Safety Educator.

Any combination of education, experience, certifications and training that demonstrates the ability to perform the essential job functions.

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## **Physical Requirements:**

Continuously = 2/3 or more of the time    Frequently = 1/3 – 2/3 of the time    Occasionally = 1/3 of the time

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, employee is frequently required to sit; talk or hear; stand; walk; use hands finger, handle, or operate, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds, and occasionally drag up to 200 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment:**

The work environment characteristics described here are represented of those an employee encounters while performing the essential functions of this job.

Strenuous physical activity under extreme adverse conditions will be required occasionally.

Work may be required in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.

Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dust.

Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B, or C, HIV, tuberculosis, small pox, etc.

Work may result in exposure to high noise levels requiring the wearing of hearing protection.

Work demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling, (identifying objects by touch), and depth perception and color vision.

Work requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Work will involve periods of high physical, mental and/or emotional stress.

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to the position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add to or change duties at any time.

I have read and received a copy of my job description. I further understand that I am expected to follow my job as outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

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Community Safety Chief/Fire Marshal

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DATE

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Fire Chief

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DATE

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