

**TOWN OF GILBERT
CLASS SPECIFICATION**

Fire Marshal

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Non-Sworn Public Safety	C45	Exempt

CLASS SUMMARY:

This class is a stand-alone class in the Non-Sworn Public Safety series. Incumbents are responsible for: managing division operations; supervising staff; developing and managing division budget; preparing, updating and enforcing the Fire code; representing the department in the community; and investigating complaints.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Weekly 10%
Plans, coordinates and manages the Fire Prevention division operations including compliance, investigations, and the delivery of public education and community services. Prepares, updates, interprets and enforces applicable laws, codes and regulations. Provides guidance to other departments and external representatives.	Daily 25%
Reviews and resolves complex code enforcement situations. Responds to requests for code variances. Investigates complaints from internal and external customers. Meets with engineers, developers, contractors, architects, attorneys, business owners, and other specialists to review and discuss plan changes, job details, occupancy information, and other information related to public safety, code interpretation and enforcement.	Daily 25%
Represents the department with internal and external entities. Serves as an advisor on safety, risk management, building design, environmental and daily operational issues. Reviews and advises on existing and proposed policies and procedures.	Weekly 15%

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Develops goals, objectives, policies and procedures for fire prevention, investigations, and public education. Develops, administers, and monitors the divisional budget.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Bachelor’s Degree in Fire Science or Business Management and 5 years of Sworn Fire experience, including 3 years as a Fire Investigator; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License
- International Code Council Fire Inspector I Certification
- Fire Investigator Certification

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Supervisory principles, practices and techniques;
- Investigative methods;
- Community services and public education practices;
- Budgeting principles and practices;
- Modern office equipment.

SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Supervising, monitoring and evaluating staff;
- Providing leadership;
- Making observations;
- Applying critical analyses;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, inadequate lighting, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Fire Marshal – C45

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (11/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)