

Classification Title: Chief Deputy Fire Marshal

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages and coordinates shifts or teams engaged in emergency response investigations, fire training and code enforcement activities for the County. Assists with emergency response planning and preparation, fire training and enforcement activities. Directs and supports staff in emergency response activities, fire training and coordinates fire investigations and code enforcement.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	Supervises emergency responses to fire and rescue scenes which may include fires, fuel spills, hazardous materials spills, bomb threats and/or aircraft related emergencies. Leads investigations to determine causes. Coordinates with related agencies for assistance. Review collected evidence and prepares documentation and testifies in court as required.
2	H	Directs and participates in the inspection of public buildings and schools to determine compliance with applicable provisions of the Fire Code. Inspects new construction projects, renovations and fire protection system installations. Performs public relations activities related to code compliance.
3	S	Participates with local, state and federal agencies and officials in meeting compliance standards and developing strategies for code compliance, training and emergency operations standards. Provides technical assistance and information.
4	S	Determines staffing and emergency response schedules to support operations. Assigns personnel in order to manage daily shift operations for efficiency and effectiveness.
5	S	Directs and evaluates training activities which include course delivery on fire suppression activities, fire department operations and code related matters, public fire education classes and maintenance or improvements at the training center.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Fire Prevention, Fire Science or related field.
Experience	Seven years of experience in fire service.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Requirements may vary based upon the program area supervised: A valid driver's license and a "safe" driving record required. Fire Inspector Level III, Fire/Arson Investigator Fire Officer Level I, Firefighter Level II, Hazardous Materials Operations Level I, Fire Instructor, Public Fire Educator.
Reading	Advanced
Math	Advanced
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, fire scene emergency tools and equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Office, field, emergency vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, hard hats, eye protection, respirators, turnout gear