



## ASSISTANT FIRE MARSHAL

**Department:** Emergency Management  
**Job Class #:** 601000  
**Pay Range:** Professional 09

**FLSA:** Non-exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### GENERAL FUNCTION

This is responsible supervisory and technical work performing professional management work of a complex nature in the Office of Fire Prevention and Arson Control (Fire Prevention Bureau). There are two Assistant Fire Marshal positions within the Bureau: The Assistant Fire Marshal of Operations is primarily responsible for supervising field operations, including Fire Inspections, Fire Investigations, and Public Education. The Assistant Fire Marshal of Administration is responsible for supervising in-office operations, including Plan Review, Code Interpretation, and General Administration. An employee in this class uses a variety of complex rules and processes which require the application of specialized knowledge and skills. The primary function of this position is direct supervision of Bureau staff. Work also involves providing technical assistance to staff in inspectional and investigatory standards, interpretation and compliance with codes, ordinances, and departmental and County policy. Other duties include formulating, supervising, and participating in training programs, and providing staff support for the Fire Marshal in the area of budgeting, research and report writing, and liaison to other agencies and organizations. The employee must use independent judgment and initiative in performing the duties of the position. Work is performed under the general direction and supervision of the Fire Marshal.

### ESSENTIAL FUNCTIONS

Supervises, coordinates, trains, assigns work, and evaluates employee performance and activities of Bureau staff. Participates in the selection process.

Prepares and coordinates division training objectives. Maintains accurate and concise training records and reports. Maintains training materials, library, and related equipment.

Prepares written reports on departmental activities, maintains statistical data used for assessing productivity, efficiency, and for projecting future departmental staffing needs.

Assumes responsibility for the administration of the division in the absence of the Fire Marshal.

Performs as liaison to other agencies and organizations.

Assists in the development of the department budget.

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AFM of Operations:

Supervises and coordinates fire scene investigations; the inspection of existing structures to determine compliance with applicable codes; and the investigation of complaints of fire code violations.

Conducts follow-up inspections of prioritized code violators who fail to place their property in compliance and determine if legal action is required.

AFM of Administration:

Supervises and coordinates Fire Prevention plan reviews, permit processing, and general office functions.

Provides code interpretation and fire protection technical support for the Bureau and other departments and agencies.

**OTHER JOB FUNCTIONS**

Performs other related job functions as required.

**KNOWLEDGE, SKILL AND ABILITIES**

Thorough knowledge of the regulations, policies and procedures applicable to fire and building code compliance.

Knowledge of budgeting techniques.

Knowledge of computerized systems and applications.

Ability to effectively plan, assign, evaluate, and supervise the work of subordinates and administer the policies and procedures of the Fire Prevention Bureau.

Ability to organize data and write clear and accurate reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, public and private officials and the general public.

Ability to effectively perform inspections by applying codes to specific field situations; recognizing code violations; making independent judgments to handle code violations requiring immediate action; and explaining the logic and reasons for required actions.

Ability to determine training objectives and prepare effective programs.

Ability to physically perform the essential job functions and meet the travel requirements.

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#### **RECRUITING REQUIREMENTS**

A two-year degree in Engineering, Architecture, Building Technology, Fire Sciences, Criminal Sciences, Public or Business Administration or related field and four or more years of fire service, code compliance, construction inspection, fire engineering or related field. Additional education or experience may substitute for the recruiting requirements.

**Note:** IFCI certification or equivalent is required within one year of employment. Fire Investigation certification is desired for the Assistant Fire Marshal of Operations. Experience in fire protection engineering practices is desired for the Assistant Fire Marshal of Administration.