ASHEVILLE, NORTH CAROLINA

Classification Specification

Deputy Fire Marshall
Job Code: 2115
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise day-to-day operations and staff involved in fire inspections and plan review, public education, and fire investigations.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains

department standard operating procedure manuals.

Supervises and participates in division work activities: supervises and participates in the planning, scheduling and conducting of field inspections of commercial, residential, and construction sites; supervises and participates in identifying code violations and initiating actions necessary to correct deviations or violations; supervises and participates in reviewing and analyzing project construction plans and inspecting completed construction for compliance; supervises and participates in code enforcement activities, such as investigating complaints, issuing citations, and testifying in court.

Interprets, explains, and enforces local, state, and federal fire prevention codes and regulations to the division and department staff, local fire and building officials, architects, contractors, and the public: provides information, guidance and technical expertise regarding policies, guidelines, statutory and reporting requirements, such as fire lanes, occupancy loads, installation of fire and life safety equipment, hazardous materials, pre- incident planning, fire and life safety training, and related issues.

Collects and analyzes data: reviews and maintains information for inspection reports and fire investigations; identifies trends to determine patterns of code violations and fire causation; and develops, recommends, and implements solutions and programs to address community fire prevention and life safety needs and concerns.

Reviews and responds to citation appeals: conducts research; reviews applicable codes and regulations; reviews code citation documentation; determines approval or denial for appeal; and provides related documentation and information, as requested.

Ensures the preparation and maintenance of inspection, investigation, and other division files and records: reviews reports, and files prepared and submitted by subordinates, including narrative and statistical reports, inspection reports, case files, etc.; receives and responds to public records requests; and maintains and purges files in compliance with rules and regulations regarding records retention.

Plans, coordinates, and/or conducts training for division and department staff: instructs classes regarding fire investigation, code enforcement and public education; ensures division and department staff meet and maintain all certification requirements and remain knowledgeable regarding general statutes, and other regulations; and assists with developing and administering the promotional process for the division.

Performs related duties in support of division operations: serves as a liaison to allied local, community, and national organizations and committees; develops, maintains, and provides written and computerized reports of inspections, investigations, site assessments, due diligence documentation; assists in property research, including property ownership and contacts, inspection and permit history, and property values; and makes recommendations regarding division budget allocations.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in code compliance and enforcement, fire investigation, fire and life safety education, and related topics; participates in continuing education activities; facilitates and/or attends shift meetings, training and certification classes, workshops, and seminars as appropriate; and ensures completion of required annual certification hours as a certified Firefighter.

Communicates with supervisor, subordinates, other City employees, architects, contractors, builders, property and business owners, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, investigation and inspection reports, time sheets, vacation and leave requests, violations and citations, appeals, inspection fees and billing records, and other documentation;

compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, presentation, database, Internet, e-mail, or other software; operates a motor vehicle; and general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Fire Science or related field required; supplemented by five years of experience in fire investigation, fire code compliance and enforcement, or fire and life safety education; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Firefighter I, Fire Investigator, and Fire and Life Safety Educator.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, water hazards, or disease.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.