

## **ASSISTANT FIRE MARSHAL - INSPECTIONS**

### **JOB DESCRIPTION**

**Classification Responsibilities:** An Assistant Fire Marshal - Inspections is responsible for supervising and coordinating the work of a fire prevention inspection staff involved in technical inspections of buildings, facilities, and grounds to determine conformance with City fire and building codes and regulations. This class coaches employees in identifying hazards, providing interpretation of code issues, creating adequate and accurate documentation of findings and seeking appropriate actions to abate hazards. This class also provides technical input and analysis for ordinance development and code interpretation, and may conduct inspections. This class performs related duties as required.

**Distinguishing Features:** Work is performed with considerable initiative and independence, and requires the application of technical knowledge, as well as the ability to represent and act for the Fire Prevention service area in the absence of the Battalion Chief - Deputy Chief (Fire Marshal). Supervision is exercised over Fire Inspector Trainee, Fire Inspector I, and Fire Inspector II classes; Assistant Fire Marshal - Inspections positions may also provide functional supervision for administrative support positions. General supervision is received from the Battalion Chief - Deputy Chief (Fire Marshal) who reviews work through reports, conferences, and the evaluation of overall results achieved. Employees in this class on occasion may be required to conduct inspections and work evenings or weekends for prevention related activities; work schedules and locations are subject to change based on business needs. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Fire Science or a closely related field. Four years experience in conducting fire prevention inspections, building inspections, or inspections in a closely related field, including one year experience conducting inspections in high hazard occupancies.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire or promotion date. Must possess a state fire inspector certification within one year of hire or promotion and an International Code Council (ICC) Fire Inspector II certification within one year of hire or promotion and maintain certifications and/or annual training thereafter as required.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree in Fire Science, Business Administration, or a related field is highly desirable. One year lead or supervisory experience in fire prevention is highly desirable.

### **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with management, coworkers, property owners and managers, and the general public to establish and maintain effective working relationships. Interacts with citizens to

answer questions, and persuade them to eliminate and prevent fire hazards. Deals with difficult public contact situations. Instructs and gives technical advice to staff regarding fire inspections. Clarifies the intent and application of fire codes for management, employees, and the general public. Prepares and makes appropriate verbal and written recommendations. Prepares accurate and complete reports such as performance appraisals, program management guides, and benchmarking reports. Trains staff in inspection related areas and manages/evaluates performance. Conducts presentations to convey information about inspection related problems or activities.

**Manual/Physical:** Work involves considerable walking, climbing, bending, stooping, looking overhead, and/or working in small/cramped areas, as well as using small hand tools (pliers, screwdrivers, wrenches, etc.) while assisting or training staff in inspections. Works at elevated levels on roofs, high-rise buildings, or on a ladder or lift up to 25 feet, when performing inspections. Supervises inspections for all types of public and private buildings for life safety and fire protection equipment, systems, processes, and hazards. May conduct business inspections (including hazardous materials, health care, high-rise, and covered mall inspections). May inspect fire alarm systems with audible and visual warning signals. Performs plan reviews for Mesa Fire Department access (i.e., lock boxes, fire lanes, etc.). Distinguishes colors to read hazardous materials fire diamonds (704M) and to examine electrical or alarm panel wiring and panel status indicators. Photographs and details fire hazards and damages. Issues permits as necessary. Prepares evidence for court. Enters fire inspection report data and information from inspections into a computer record system. Prepares and updates Mesa Fire Department details, documents, etc. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to inspection sites. Recognizes/identifies chemical odors during inspections. Is subject to atmospheric conditions such as, fumes, dusts, odors, mists, gases, or poor ventilation, which may require the use of a basic filtration mask. Is subject to environmental conditions of activities occurring both indoor and outdoor. Operates a variety of standard office equipment such as a personal computer (PC), copy/facsimile machine, telecommunications equipment, and camera. Manages and oversees department programs, such as the Business Risk Assessment and Safety Survey (BRASS) and systems maintenance programs, as required. Uses appropriate personal protective equipment (PPE). Meets scheduling and attendance requirements.

**Mental:** Plans, assigns, supervises, and evaluates the work of personnel assigned to fire prevention inspections, and ensures work is performed in accordance with regulations. Supervises and may assist with complex technical fire inspections. Supervises and manages various special inspections. Interprets and makes decisions on technical problems related to the Fire Code and applicable state laws. Assists the Battalion Chief - Deputy Chief (Fire Marshal) with administrative duties as assigned. Reviews and evaluates subordinates' work in progress and upon completion to ensure compliance with acceptable inspection practices, federal and state laws and regulations, City codes and ordinances, and departmental operating policies and procedures. Establishes operating procedures and work-related goals. Identifies and resolves operational problems consistent with accepted practices and directs the correction of these problems. Resolves performance problems and counsels subordinates. Adjusts work schedules to meet business needs. Comprehends and makes inferences from written material. Supervises and manages various internal programs and databases such as Firehouse® Software Records Management System and systems maintenance. Learns job-related material through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

public education methods;  
data entry and computer skills;  
fire hazards and unsafe conditions and practices;  
fire codes, regulations, and issues;  
fire prevention inspection and firefighting methods and techniques;  
the principles and practices of fire investigation;  
the laws and ordinances pertaining to fire prevention, arson, and the model codes;  
public education methods; and  
the principles and practices of employee supervision, training, and evaluation.

Ability to:

plan and supervise inspection programs;  
plan, assign, supervise, and evaluate the work of personnel assigned to fire prevention inspections;  
perform complex technical fire prevention and safety inspections;  
enforce the laws and regulations associated with fire prevention firmly, but courteously;  
express ideas clearly and concisely, both orally and in writing;  
present public education programs;  
remain current with codes, standards, regulations, and proposed changes; and  
establish and maintain effective working relationships with management, other City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 52

EEO-Prof

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT RANDOM-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 42-200