

**JOB DESCRIPTION**  
**5012 Fire Marshal**



**City of Casa Grande**

**Fire Marshal**

**GENERAL PURPOSE:** Performs responsible management, technical and administrative work in developing and implementing a comprehensive fire prevention program. Under limited supervision, directs and manages the Fire Prevention Division's activities and employees; and assures Department's compliance with state and Federal laws and the public safety goals of the City.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

- Oversee and conduct fire/life safety inspections.
- Oversee investigations of fire loss incidents.
- Coordinate the activities of fire prevention with other programs of the Fire Department.
- May represent the Fire Department before the City Council and Committees concerning fire prevention matters.
- Provide highly responsible and complex administrative support to the Fire Chief; prepare and present staff reports and other necessary correspondence.
- Direct, supervise, train, and motivate fire prevention team members; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures as necessary.
- Meet with architects, engineers, contractors and others involved in development and construction activities affecting fire prevention.
- Perform plan review and new construction inspections.
- Provide technical expertise concerning fire protection infrastructure planning.
- Conduct field inspections of construction projects.
- Develop and maintain a variety of records and reports.
- Assist in budget preparation.
- Supervise and implement a comprehensive fire prevention program.
- Evaluate existing fire safety conditions considering federal, state, county and local codes applicable to fire safety.
- Research, present and recommend revisions to policies, procedures and ordinances
- Assist with special projects, reports and studies.
- Respond to citizen inquiries and resolve difficult and sensitive complaints.
- Perform other similar duties as assigned by the Fire Chief.

**SUPERVISION EXERCISED:** Fire Prevention Educator and Fire Inspectors.

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**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's degree in Fire Science, Business or Public Administration, and five (5) year's professional fire prevention experience, including two (2) year's management experience; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Excellent organization skills required, as well as verbal and written communication skills.
  - Ability to research and analyze information for reports required by the Department.
  - Ability to assist with special projects, reports and studies.
  - Knowledge of City organization, operations, policies and procedures.
  - Knowledge of techniques and practices for effective, efficient and cost effective management of allocated resources.
  - Knowledge of the duties, powers, authorities and limitations of a Fire Marshal.
  - Knowledge of City, county, state and Federal laws, regulations and ordinances.
  - Knowledge of fire, building and NFPA/LS codes.
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- Skill in assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department goals and objectives.
  - Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
  - Skill in assessing and prioritizing multiple tasks, projects and demands.
  - Skill in effectively supervising, leading and delegating tasks and authority.
  - Skill in establishing and maintaining cooperative working relationships with employees, officials, other emergency services agencies and the general public.

**Special Requirements:**

- Fire Inspector I & II.
- Fire/Arson Investigations I, II, III & IV.
- Haz-Mat 1<sup>st</sup> Responders.
- Leadership I, II & III or equivalent.
- A course in Plans Review for Fire Department.
- Fire Officer I or equivalent.
- Acquire IFC 2003 Certification.
- Valid Arizona Drivers License.

**Physical Demands/Work Environment:** Work performed in an office setting and in the field.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*

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### **5012 Fire Marshal**

I had an inquiry about the Fire Marshal position. The questions were: (answers per Scott Miller)

1. Will the employee have a city vehicle? – yes, for city use
2. What are the hours? 8 to 5 subject to call out? It is an exempt position. 8 – 8 plus call outs.
3. What retirement system? PSPRS for sworn, ASRS for Civilian – depends on person hired
4. Residency requirements - departmental - 10 mi. radius from planning area or the 30 mi. radius from city limits – 10 miles
5. Probationary period - 6 months or 12 months. = 12 months