

# **FIRE MARSHAL**

## **JOB PURPOSE AND SUMMARY**

This is complex administrative management work in planning, organizing, directing, and controlling the Code Administration Division of the Department of Public Services. In addition, as County Fire Marshal, the employee occupying the position of this classification is responsible for administering and supervising fire education, inspections, investigations, plans review and enforcement programs.

Work involves responsibility for planning, organizing, directing and coordinating the activities of subordinates responsible for the Building Section, Fire Marshal's Office and Animal Control Section. The work requires making technical decisions related to State laws, County policy, ordinances, allocation of resources and divisional budgeting. Work is performed with extensive independence requiring the use of independent initiative and judgment in making important decisions and directing day-to-day operations. The work also includes special staff and management assignments normally assigned to a division manager. Supervision, direction and coordination are exercised over professional and technical personnel. Administrative and professional direction is received from the Director of the Department of Public Services. Work is reviewed through periodic conferences, analysis of reports, and performance evaluations.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Confers with the Director to develop program emphasis and major policies for the Division; budgetary adjustments; staffing changes and Division procedures.
- Administers state and local laws and ordinances relating to Building, Fire, and Animal Control activities.
- Plans, organizes, directs and coordinates the work of professionals, technicians and support staff in the development, implementation, evaluation, and administration of codes, ordinances, plans and programs. Studies Division organization, personnel distribution, duties and policy requirements to achieve the most efficient and economical utilization of available personnel and funds.
- Directs the work of the Fire Prevention Bureau subordinates engaged in the inspection of buildings for fire hazards, code violations or in the investigation of fires and explosions.
- Directs the investigation of fires to determine the cause, origin and circumstances. Directs the preparation of arson cases for presentation to the County Prosecutor.

- Directs fire education programs, gives lectures on fire prevention and presents programs on fire bureau activities to schools, civic clubs and other community organizations throughout the County.
- Prepares press releases on fire related items and promotes public relations for the Fire Prevention Bureau.
- Analyzes county fire problems and fire prevention planning programs for providing adequate fire protection for the county. May include the research and preparation of new legislation for the protection of life and property from fire.
- Performs special staff administrative and management tasks as assigned by the Director.
- Supervises the preparation of difficult technical reports and the maintenance of important records.
- May serve as acting Director during intermittent periods as designated.

### **QUALIFICATIONS**

- Four (4) year degree with major coursework in fire science or administration, law enforcement, business, or public administration, or related field.

- AND -

- Five (5) years experience in code administration or enforcement including at least three (3) years of supervisory experience.

- OR -

- Any equivalent combination (9 years) of relevant education, training and experience which would demonstrate an ability to perform the duties of this classification.
- Possess a Fire Inspector certification from ICC or other approved organization.
- Possess a Fire Investigator certification from NAFI, IAAI, or other approved organization.
- The incumbent must obtain a limited law enforcement commission from the Clark County Sheriff within one year of employment.

**Knowledge of....**the principles and practices of public sector management, organization and supervision; of principles and practices of code administration and enforcement; laws, codes, ordinance, regulations and standards relating to fire prevention and the protection of life and

property from fire; fire prevention inspection methods and techniques; fire fighting methods, techniques and equipment; fire investigation methods and techniques, including fire behavior and the ability to recognize and gather fire evidence; the legal process involved in the enforcement of fire prevention laws, codes, regulations, ordinances and standards relating to fire prevention; building and animal protection laws, codes and ordinances; management reporting systems, procurement, forecasting/estimating and budgeting techniques; budgeting and accounting particularly as applicable to BARS requirements.

**Ability to....**establish and maintain effective working relationships with subordinates; public and private officials; developers; representatives of city, county and other governmental agencies; community groups; the general public and the news media; conduct special studies and analyze and interpret findings; plan, assign, coordinate and evaluate the work of subordinate employees engaged in code administration and enforcement; interpret and apply policies, laws and County code in resolving code administration problems; analyze sometimes complex and divergent data and exercise sound judgment in the independent development of solutions to complex administrative managerial problems; plan and supervise the work of technical and professional personnel in a manner conducive to full performance and high morale; express ideas clearly and concisely, orally and in writing; direct the inspection of all buildings, except individual dwelling units, for fire prevention purposes; direct the investigation of fires to determine the cause, origin and circumstances; direct the preparation of arson cases for presentation to the County Prosecutor; direct education programs, give lectures on fire prevention and present programs to community organizations regarding the activities of the Division; analyze county fire problems and fire prevention planning programs for providing adequate fire protection for the County. May include the research and preparation of new legislation for the protection of life and property from fire; establish and maintain effective working relationships with other county departments and divisions; county fire districts; fire departments; Sheriff's Office; insurance companies; State and Federal agencies relating to fire safety and investigation.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed primarily in an office setting, but this incumbent must, at times, be able to execute Deputy Marshal's duties.

There is occasional exposure to temperature extremes, dangerous equipment, chemicals, noxious odors/fumes, threat to personal safety and risk of bodily harm or injury during fires and subsequent investigations.

Moderate walking, driving and sitting are essential requirements. It is not unusual to stand for 16 to 20 hours at a fire site during investigation. Walking across uneven surfaces, climbing stairs and ladders and lifting are common during subsequent investigation. Moderate stamina is essential.

Sensory activities, i.e., seeing, reading, speaking and hearing are heavy and essential requirements.

Handwriting and typing/keyboard are also heavy and essential requirements for notes, reports and presentations. Manual dexterity is moderate but essential, especially during investigations.

| Revised: 01/05

Office use: 6/22/00