

PERSONNEL COMMITTEE

11-0478R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE BOARD CLASSIFICATION OF DEPUTY FIRE MARSHAL.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of deputy fire marshal, which were approved by the civil service board on September 6, 2011, and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved. This classification shall remain subject to the city's collective bargaining agreement with its fire unit employees and compensated at Pay Range 230.

Approved for presentation to council:

  
\_\_\_\_\_  
Chief Administrative Officer/  
Department Director

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

HR CT:jy 9/12/2011

STATEMENT OF PURPOSE: The only change is to the promotional experience requirements because the classification of fire inspector no longer exists. There is no change in the rate of pay, which is Range 230, \$5,350 per month.

# DEPUTY FIRE MARSHAL

## PURPOSE:

Direct programs of public education regarding fire prevention, and to conduct inspections and assist in investigations of fires to determine causes and damages.

## FUNCTIONAL AREAS:

1. Plan and participate in the activities of the Fire Prevention Division.
  - \* A. Inspect business and residential units to ensure compliance with safety laws and ordinances.
  - \* B. Assist in the investigation of fires to determine origin and cause.
  - \* C. Assist in prosecution of arson cases.
  - \* D. Inspect new building sites according to applicable State and Federal regulations.
  - E. Compile records of fire losses.
  - F. Advise the Fire Marshal on fire prevention.
  - \* G. Prepare records and reports.
  - H. Inspect new construction and remodeling of all commercial and public assembly buildings.
  - \* I. Assist in enforcement of the Minnesota State Fire Code.
  
2. Plan and conduct programs of public education and information regarding fire prevention.
  - A. Provide information to the public regarding the detection and elimination of fire hazards.
  - \* B. Investigate complaints and resolve questions regarding hazards and violations of regulations.
  - C. Present information to civic organizations and school groups.
  - D. Conduct fire drills in schools, hospitals, and convalescent homes.
  
3. Supervise the personnel and activities of the Division in the absence of the Fire Marshal.
  - \* A. Assist in training any Fire Department personnel assigned to the Division.
  - B. Instruct Fire Department personnel in fire prevention techniques.
  - C. Supervise and train injured-on-duty personnel as necessary.
  - D. Supervise the daily activities of the Division as requested.

JOB REQUIREMENTS:

1. License:

- \*\*A. Possession of a Minnesota Class "D" driver's license or privilege at the time of appointment and thereafter.

2. Experience:

- \*\*A. ~~Classified as a City of Duluth Fire Captain or Fire Inspector for six (6) months or longer.~~ Five years cumulative experience as a City of Duluth Firefighter, Fire Equipment Operator, or Fire Captain.

3. Knowledge:

- \*\*A. Knowledge of fire prevention and safety principles, rules, codes, regulations, and ordinances.
- \*\*B. Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
- \*\*C. Knowledge of the City of Duluth Fire Department's policies and procedures.
- \*\*D. Knowledge of the properties and reactions of common and uncommon chemicals and products.

4. Skills:

- \*\*A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.
- \*\*B. Skill in reading and interpreting complex technical and legal materials.
  - C. Skill in investigating fire scenes and analyzing the findings of an investigation.
  - D. Skill in supervising assigned personnel.

5. Ability:

- \*\*A. Ability to recognize fire hazards.
- B. Ability to assist in planning and directing a program of public education concerning fire prevention.
- C. Ability to investigate fires for cause, analyze findings, and prepare reports and recommendations.
- \*\*D. Ability to work effectively with co-workers, administrators, employees, media representatives and the general public.
- \*\*E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.

- \*\*F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
- \*\*G. Ability to lift and carry items weighing up to 50 pounds, such as debris from a fire scene.
- \*\*H. Ability to attend work on a regular basis.

6. Other Requirements:

- \*\*A. Must pass periodic medical examinations to verify the ability to physically perform all duties that may be assigned during emergencies, including tasks requiring the use of a self-contained breathing apparatus.
- \*\*B. Must not use, by smoking, ingestion, or otherwise, any tobacco products.
- C. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Hall or at a location from which they can respond by vehicle to Headquarter Fire Hall within 30 minutes of being notified, given normal driving conditions.

\* Essential functions of the job.  
\*\* Job requirements necessary on the first day of employment.

Genlst: CT	Class: 3209	Union: Fire	Pay: 230	CSB: 20110906
CC:	Res:	EEOC:	EEOF:	WC: