

FIRE MARSHAL

PURPOSE: To manage the Fire Inspection and Building Inspection functions of the Fire Department.

FUNCTIONAL AREAS:

1. Inspect and supervise the inspection of sites and structures to determine and enforce compliance with Minnesota Building and Fire Codes, safety laws and related ordinances.
 - * A. Inspect and supervise the inspection of building sites and structures according to applicable Local, State and Federal regulations.
 - * B. Inspect and supervise the inspection of areas or places where there are large public gatherings, or have high values or hazardous conditions.
 - * C. Inspect sprinkler and fire alarm installations to assure applicable code compliance and verify installation according to approved plans.
 - * D. Investigate and supervise the investigation of complaints and respond to questions regarding hazards and violations of fire code and housing code regulations.
 - * E. Ensure the state designated Building Official maintains required statutory authority over all code enforcement activities related to the State Building Code.
 - * F. Collaborate with the state designated Building Official to review plans and make recommendations for new construction and remodeling of all commercial and public assembly buildings.
 - * G. Supervise the inspection of establishments for approval of all liquor and beer licenses.
 - * H. Assume responsibility for enforcement of codes and ordinances as delegated by the Fire Chief.
 - * I. Inspect and supervise the inspection of occupancies prior to issuance of a certificate of occupancy.

2. Investigate and supervise the investigation of the causes of major fires and fires of undetermined or suspected incendiary origin.
 - * A. Develop and maintain a fire investigation program
 - * B. Assist in the prosecution of cases of arson.
 - * C. Respond to emergency calls when off duty.
 - D. Collaborate with the Police Department in the investigation of suspicious fires and prosecution of arson.

3. Develop and administer programs of public education and information regarding fire prevention, housing, and other health and safety programs.
 - * A. Advise the Fire Chief on fire prevention and building safety issues.
 - * B. Provide information to the media and the general public.

4. Perform other related tasks as assigned, including but not limited to:
 - * A. Supervise the maintenance of complete and accurate records and files of safety codes, regulations, ordinances, inspections made and violations and penalties cited.
 - * B. Inspect and identify unauthorized objects for removal.
 - * C. Supervise the instruction of Fire Department personnel in fire prevention and building safety related topics.

5. Organize and direct the work activities of assigned personnel.
 - * A. Determine priorities, assign work and projects, and coordinate schedules of assigned personnel.
 - * B. Effectively recommend the hire, transfer, suspension, or discharge of assigned personnel.
 - * C. Establish work standards and complete employee evaluations.
 - * D. Discipline assigned personnel as necessary.
 - * E. Monitor work sites and ensure compliance with established methods, guidelines, standards, and procedures.
 - * F. Recommend adjustments or other actions in employee grievances.
 - * G. Provide assigned personnel with access to all information necessary for the performance of their job duties.
 - * H. Provide for the education and training of subordinates in correct and safe operating procedures.
 - * I. Determine and administer appropriate rewards including letters of commendation or other forms of recognition.
 - * J. Develop, implement, review and ensure compliance with Department standard operating procedures, policies, and guidelines.
 - * K. Recommend subordinates for promotion and participate in the promotional process.

6. Participate as an active member of the management team.
 - * A. Participate in the management decision making process.
 - * B. Disseminate information to subordinates and administrators.
 - * C. Conduct administrative assignments in accordance with Department procedures.
 - * D. Coordinate long-range planning and goal setting on behalf of the Department.
 - * E. Conduct team meetings.

JOB REQUIREMENTS

License Requirements:

- ◆ A. Possession of a Minnesota driver's license or privilege at the time of appointment and thereafter.

Experience Requirements:

- ◆ A. Three (3) years as a classified City of Duluth Fire Captain or two (2) years as a classified City of Duluth Deputy Fire Marshal; or three (3) years experience in combination of ranks of Fire Captain and Deputy Fire Marshal.

Knowledge Requirements:

- ◆ A. Thorough knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.
- ◆ B. Thorough knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
- ◆ C. Thorough knowledge of the City of Duluth Fire Department's policies and procedures.
- ◆ D. Thorough knowledge of the properties and reactions of common and uncommon chemicals and products.
- ◆ E. Knowledge of effective management and supervisory practices.

Skill Requirements:

- ◆ 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 plans, blueprints, and complex technical and legal materials.
- ◆ C. Skill in investigating and analyzing the findings of an investigation.
- ◆ D. Skill in supervising assigned personnel.

Ability Requirements:

- ◆ A. Ability to recognize fire, construction, and building hazards.
- ◆ B. Ability to assist in planning and directing a program of public education concerning fire prevention or building safety.
- ◆ 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 perform MEDIUM WORK (defined as lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds).

Other Requirements:

- ◆ A. Must pass periodic medical examinations to verify the ability to physically perform all duties which may be assigned during emergencies, including task requiring the use of a self-contained breathing apparatus.
- ◆ B. Must possess natural or corrective vision of at least 20/20 in one eye and 20/30 in the other.
- ◆ C. Must possess normal hearing when tested according to ANSI 1969 Standards.
- ◆ D. Must not use, by smoking, ingestion, or otherwise, any tobacco products.
- ◆ E. 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 Headquarters 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

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