



## City of Irving Job Description

### Assistant Fire Marshal

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Fire
<b>Job Code:</b>	20062	<b>Reports To (Job Title):</b>	Fire Marshal

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#### **PURPOSE**

To promote compliance with fire codes and other national standards by developing and implementing goals, objectives, and budgets for the Fire Prevention Division and by supervising, training, and evaluating Fire Prevention Specialists.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Supervise assigned employees, including participating in the selection and hiring of staff, assigning work, monitoring work flow, reviewing work products, and evaluating employee performance.
- Assist with development of Irving Fire Department (IFD) plans, including recommending goals and objectives for the fire prevention and inspection programs and preparing and administering budgets and related supported analyses.
- Plan and implement through subordinate employees comprehensive educational programs on fire safety and prevention, including training Fire Prevention Specialists and other City employees about the Fire and Life Safety codes of the City of Irving and the inspections programs of IFD.
- Supervise the review of building plans to assure compliance with City of Irving Fire and Life Safety codes.
- Answer questions and provide information about fire codes, standards, and regulations to City departments, citizens, state and federal agencies, and businesses.
- Maintain departmental records and prepares and submits reports related to the Fire Prevention Division.
- Investigate fires to determine causes and damages.
- Coordinate filing of regulatory and/or legal cases regarding fire code violations.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform duties of Fire Marshal.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include 2 or more employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

May prepare and administer budgets and related analyses.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to an Associate's degree from an accredited college or university with major course work in fire prevention or a closely related field.

### **EXPERIENCE**

- At least four (4) years of experience as a Fire Prevention Specialist with the Irving Fire Department.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- State of Texas Fire Inspector certification.
- State of Texas Fire and Arson Investigator certification.
- State of Texas Basic Fire Instructor certification.
- Basic TCLEOSE Peace Officer certification.

### **KNOWLEDGE OF**

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Fire Prevention: procedures, strategies, techniques, and materials for reducing probability of loss of property and life from fires.
- Fire Investigation: Procedures, strategies, techniques, and methods for determining cause of fires.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Building Plans: Techniques and principles involved in the production and use of precision technical plans, blueprints, drawings, and models.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

## **SKILLS AND ABILITIES IN**

- Functional Supervision: Motivating, developing, and directing people as they work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Mechanical/Technical: Safely operating diverse light equipment, including computers, testing equipment, telephones, and radios.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Reading Comprehension: Reading and interpreting documents.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews and interrogations.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reaction Time: Responding quickly (with the hand, finger, or foot) to one signal (e.g., sound, light, picture) when it appears.
- Speech Recognition: Identifying and understanding the speech of another person.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to grasp, handle, feel, listen, see, and/or talk. Frequently, s/he is required to carry, drive a vehicle, kneel, lift up to 25 pounds, pull, push, reach, sit, smell, stand, stoop, and/or walk. S/he occasionally must balance, climb, crawl, and/or lift up to 50 pounds. In rare instances, s/he must lift up to 100 pounds and/or run. Specific vision abilities required by this job include close vision, distance vision, and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is exposed to extreme vibration, blood-borne pathogens, confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, improper illumination, moving mechanical parts, noise, toxic or caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.