

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Fire Marshal

DEPARTMENT: Fire Department

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** Fire Chief

PRIMARY OBJECTIVE OF POSITION:

Under the general direction of the Fire Chief, the Fire Marshal manages and conducts code compliance and investigations for the Fire Department. Included is reviewing plans and specifications, conducts inspections and follow-up, educates the community on fire safety issues, participates in the development strategy of the city, as well as conducting post incident investigations of fire incidents. The Fire Marshal will also meet the requirements of a firefighter and respond to emergency incidents.

RESPONSIBILITIES:

- A. Enforces all applicable/adopted fire codes including national, state, city and other related codes.
- B. Reviews plans and specifications of proposed buildings, systems and/or changes to insure conformance to all applicable fire codes.
- C. Supervises/conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
- D. Meets with public, business owners and others regarding compliance issues.
- E. Attends development review meetings as required.
- F. Manages all aspects of permits issued through Fire Department.
- G. Develops/maintains policy relating to local and state fire code issues.
- H. Conducts fire investigations to determine cause and origin of all fires as directed by state statute.
- I. Responds to emergency incidents as a firefighter.
- J. Manages/develops fire education awareness in the community.
- K. Develops and manages a fire prevention budget annually.
- L. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Fire Marshal) of the Fire Chief and/or City Administrator.

TASKS RELATED TO RESPONSIBILITIES:

- A. Enforces all applicable/adopted fire codes including state, city and other related codes.
 - 1. Through inspections and education, identify, report, notify and correct issues in violation of applicable fire codes.

2. Make interpretation of issues not specifically covered in the above mentioned codes.
 3. Writes orders of non-compliance of fire and life safety codes.
 4. Maintains procedures for non-compliance with City Attorney.
- B. Reviews plans and specifications of proposed buildings, systems and/or changes to insure conformance to all applicable fire codes.
1. Works with Building Official to review plans, specifications and changes. Notes compliance issues and resolves as required.
 2. Utilize a network of other Fire Marshal's to resolve issues not clearly covered in codes.
- C. Supervises/conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
1. Establishes a hazard rating of buildings and businesses to create a priority list of inspections to be made.
 2. Supervises all staff conducting inspections including paid-on-call members.
- D. Meets with public, business owners and others regarding compliance issues.
1. Utilizing good communication skills, both written and verbal, resolve interpretations of codes.
- E. Attends development review meetings as required.
1. Along with or independent of the Fire Chief, attend meetings to assure fire safety is addressed in new construction and plans.
- F. Manages all aspects of permits issued through Fire Department.
1. Manages the scheduling of inspections to promote timely and accurate completion of inspections.
 2. Reviews rates and fees on an annual basis and forwards recommendations to Fire Chief.
 3. Manages and maintains data base for permits issued, inspections and investigations.
- G. Develops/maintains policy relating to local and state fire code issues.
1. Administers a system to deal with challenges to inspection results.
 2. Interprets code language and develops policy to clarify procedures and performance.
- H. Conducts fire investigations to determine cause and origin of all fires as directed by state statute.
1. As directed by the Fire Chief, conducts and participates in fire investigations to determine cause and origin of fire required by state statute. Will assist with criminal prosecutions as necessary.

2. Supervises staff involved in investigation whether internal to the Fire Department, outside agencies and others.
 3. Maintains files, photographs and other evidence as necessary.
- I. Manages/develops fire education awareness in the community.
1. Manages and maintains public fire education program.
 2. Develops and maintains programs for the community and businesses.
 3. Maintains fire extinguisher program.
- J. Develops and manages a fire prevention budget annually.
1. Plans and presents to the Fire Chief proposed budget requirements, including capital and expense items.
 2. Tracks budget to assure compliance throughout the year.
- K. Responds to emergency incidents.
1. Meets all the requirements of a firefighter.
 2. Responds to emergencies as a firefighter unless directed differently by the Fire Chief.
- L. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Fire Marshal) of the Fire Chief and/or City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of applicable fire codes, both national, state and city (if appropriate)
- Ability to maintain a positive professional rapport with city staff, local businesses and members of the fire department
- Ability to communicate (in English) effectively both verbally and in writing
- Ability to develop new programs in solving existing or new problems as they arise
- With minimal supervision, ability to work independently as a leader and as a member of a team
- Ability to prepare and present technical reports
- Ability to make public presentations at City Council, Planning Commission and other meetings as directed
- Good interpersonal and customer service skills

MINIMUM QUALIFICATIONS

- Certificate of competency from a recognized National or State authority attesting to an understanding of applicable fire codes (example: State Fire Marshal's Office)
- Minimum of 2 years of experience in administering fire codes
- Fire and/or Building Inspection certification.

- Completion of the BCA Fire Investigation 3-part class
- Minimum of 1 year supervisory experience.
- Meets all requirements of a Ramsey Firefighter.
- Firefighter 2 State certification or ability to acquire in 12 months.

DESIREABLE QUALIFICATIONS

- Associate or Bachelors degree in Fire Science or Fire Administration.
- Completion of the BCA Fire Investigation 3-part class
- Hazardous Materials Operations Certificate

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting		X		
3. Walking	X			
4. Lifting			X	
5. Pushing/Pulling			X	
6. Carrying			X	
7. Climbing	X			
8. Kneeling (bending leg at knee and resting on knee)		X		
9. Crawling (moving about on hands and knees)		X		
10. Crouching (bending at knees)		X		
11. Bending at waist		X		
12. Reaching (extending hands and arms in any direction)		X		
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion		X		

15. Use of arm muscles over extended periods	_____	_____	X	_____
16. Use of leg muscles over extended periods	_____	_____	X	_____
17. Overhead work (over shoulder height)	_____	X	_____	_____
18. Stationary desk or bench work with neck bent forward	_____	X	_____	_____

JOB ACTIVITY REQUIREMENTS

Are the following weights lifted? If yes, describe.

What object(s) are lifted:

0 - 10 pounds _____
tools, etc.

Firefighting equipment, ladder, hoses,

11 - 24 pounds X

25 - 34 pounds _____

From what height to what height?

35 - 50 pounds _____

Ground to shoulder height.

51 - 74 pounds X

75 - 100 pounds _____

Are the following weights carried? If yes, describe.
How far are these weights carried?

0 - 10 pounds _____ 1 foot to 20 feet.

11 - 24 pounds _____

25 - 34 pounds _____

35 - 50 pounds _____

51 - 74 pounds X

75 - 100 pounds _____

Job requires:

Working outdoors? Yes

Working indoors? Yes

Operating forklifts, dangerous
machinery or vehicles? Yes

Supervising other employees? No

Working with chemicals? Yes

Working near fumes/vapors? Yes

PDI Points:

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