

## CITY OF RAMSEY POSITION ANALYSIS

**POSITION TITLE:** Assistant Fire Chief/Fire Marshal

**DEPARTMENT:** Fire Department

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

**SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING:** No

**FLSA STATUS:** Non-exempt

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### PRIMARY OBJECTIVE OF POSITION

The Assistant Fire Chief/Fire Marshal meets all the requirements of a firefighter and responds to emergency incidents. The Assistant Chief/Fire Marshal position assists the Fire Chief in assuring the department is prepared to respond to emergency and non-emergency incidents. The general responsibilities of this position are to assist in the overall planning, implementation, supervision, and direction of the fire department. The primary responsibility will be to assist the Chief in implementing policy and direction to improve operational readiness and support responding firefighters. The position will assist the Fire Chief in supervision of the Fire Department while also providing fire suppression, rescue and prevention activities. In addition, under the general direction of the Fire Chief, the Assistant Fire Chief/Fire Marshal manages and conducts code compliance and investigations for the Fire Department. This includes reviewing plans and specifications, conducting inspections and follow-up, educating the community on fire safety issues, participating in the development strategy of the city, as well as conducting post incident investigations of fire incidents.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as an Incident Commander on emergency and non-emergency incidents.
- Attends extra training and/or meetings that are required for the position.
- Assists with initial recruitment, candidate evaluation and orientation training for new employees.
- Enforces city and fire department policy.
- Mentors, coaches and leads personnel.
- Assists with the daily planning and direction of the fire department.
- Handles grievances from paid on-call officers and firefighters, maintains departmental discipline and enforces department policies, SOG's and rules and regulations
- Reviews, evaluates and assists in the creation and implementation of SOG's as they pertain to operations.

- Participates in planning, developing, and implementation of department strategic plans, goals and objectives
- Clearly communicate new or updated SOG's to the department personnel and assure training is provided.
- Assists with the development of strategic plans and budgets.
- Works closely with Fire Chief to maintain the Emergency Operations Plan and Emergency Operations Center.
- Advise and make recommendation to the Fire Chief to ensure the proper and efficient operation of the Fire Department
- Assume the duties of the Fire Chief in his/her absence.
- Responds to emergency incidents as a firefighter
- Enforces all applicable/adopted fire codes including national, state, city and other related codes
- Reviews plans and specifications of proposed buildings, systems and/or changes to insure conformance to all applicable fire codes
- Supervises/conducts inspections of existing structures and systems to assure compliance of all applicable fire codes
- Attends development review meetings as required
- Manages all aspects of permits issued through Fire Department
- Develops/maintains policies relating to local and state fire code issues
- Conducts fire investigations to determine cause and origin of all fires as directed by State Statute
- Manages/develops fire education awareness in the community
- Develops and manages a fire prevention budget annually
- Performs 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 or similar code/specifications
- Fire and/or Building Inspection certification
- Completion of the BCA Fire Investigation 2-part class (or ability to complete within 24 months)
- Minimum of 1 year supervisory experience
- Meets all requirements of a Ramsey Firefighter
- Firefighter 2 State Certification or ability to acquire in 12 months.
- Must meet the requirements of the physical agility test as described below

## **DESIRED QUALIFICATIONS**

- Associate or Bachelor's degree in Fire Science or Fire Administration

Created: December 2013

\*The Physical Agility Test must be completed in six minutes or less and will consist of the following items:

- Raising a 29 foot extension ladder
- Carrying 100 feet of 1 ½" diameter hose while dragging 100 feet of 2 ½" hose
- Fire hydrant operations
- Axe chopping block
- Carrying a 13 foot roof ladder
- Crawling 40 feet under a 26" structure
- Dragging a 105 pound mannequin

