



Job Title	Deputy Fire Marshal	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	18050

Class Specification – Deputy Fire Marshal

Summary Statement:

The purpose of this position is to provide supervision to the staff of the Code Services Section or the Construction Services Section and to manage the specific section. The Code Services Section provides maintenance inspections and fire investigations to the City of Colorado Springs. The Construction Services Section provides plan reviews and inspections for new or remodel construction projects within the City of Colorado Springs. Other duties include Planning Section Chief in NIMS for special events and major incidents; and acting as Fire Marshal in the absence of direct supervisor.

This is accomplished by hiring and training employees; maintaining discipline and efficiency; aligning unit goals and objectives to support organizational goals established by the Fire Marshal; assisting in the creation and maintenance of the annual budget; providing technical expertise to citizens, business owners, contractors, developers, and employees; coordinating and supervising the investigation of fires; making court appearances for restitution; supervising past due collections of permit fees; assuring inspectors are available for special events and revocable permits; provide weekly, monthly, and annual reports for the Fire Marshal; overseeing the R2 (Multi-Family Residence) inspection program for operations. Supervising and coordinating technical investigations and inspections; providing technical direction and guidance on plan review and inspection activities; participating in the City’s Rapid Response team as the Fire Department representative; evaluating employees and processes for both inspections and investigations; approving and signing off fire inspections for liquor licenses and medical marijuana licenses; managing referrals to the regional Building Department; coordinating the interfacing between fire investigations and the juvenile fire settlers program; coordinating the interfacing between fire investigations and the Colorado Springs Police Department; coordinating and supervising the investigation of fires. Providing training for operations officers on various fire prevention topics; providing education on various fire prevention topics to work groups, home owners associations, and citizens groups; reviewing and editing written reports for fire inspections and fire investigations; and completing special projects as assigned.

	Construction Services
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.



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25%	Manages and leads the daily function of the Construction Services section. Observes, directs, and provides guidance and technical support on matters associated with fire code enforcement; ensures compliance with the adopted fire codes and standards; organizes and prioritizes workloads; develops performance measures, goals and objectives for staff and provides regular feedback.
20%	Receives complaints, questions, and educates the public by researching City Fire Code, International Building Code, Life Safety Code; and other references to make a determination on questions, complaints, or inspection issues which resolve problems at the lowest possible level in city government; and attends community meetings to speak on code related issues and fire prevention.
15%	Performs specific tasks and completes projects assigned by the Fire Marshal to accomplish the goals and objectives of the division, to include fire scene investigations.
20%	Attends regular meetings including but not limited to meetings with Regional Building Department, weekly section staff meetings, bi-weekly Division of the Fire Marshal meetings, bi-weekly Fire Marshal Direct Reports meetings, bi-monthly Fire Marshals Association of Colorado meetings, Rapid Response Team meetings, Commercial & Home Builders association meetings, and community meetings.
10%	Evaluates employees through regular interaction and feedback with each employee; determines that each performance plan is aligned with goals and objectives that support CSFD in meeting its strategic priorities; provides pay progression evaluations; determines a ranking for year-end evaluations which affect the pay range for pay progression; assures employees maintain certifications and receives ongoing continuing education; and meets with each employee quarterly to evaluate job performance and progression on objectives.
10%	Participates in training to maintain or obtain higher certifications as required by CSFD, City, State and Federal regulations associated with assigned job duties.

	Code Services
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Manages and leads the daily function of the Code Services section. Observes directs, and provides guidance and technical support on matters associated with fire code enforcement and fire investigations; ensures compliance with the adopted fire codes and standards; organizes and prioritizes workloads; develops performance measures, goals and objectives for staff and provide regular feedback.



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20%	Supervises and executes fire investigations by utilizing a systematic and scientific approach to determine fire cause and origin; documents and reconstructs fire scenes; excavates fire scenes to read fire patterns and determines area of origin, point of origin, and ignition factors; supervises investigator to ensure compliance with NFPA 921 Standard for Fire and Explosion Investigations and NFPA 1033 for Professional Qualifications; works with Colorado Springs Police Department (CSPD) to complete all arson related investigations; holds weekly investigations meeting to determine status of cases; prioritizes cases on case load; and hosts monthly area joint investigators meetings.
10%	Receives complaints, questions, and educates the public by researching City Fire Code, International Building Code, Life Safety Code; and other references to make a determination on questions, complaints, or inspection issues which resolve problems at the lowest possible level in city government; and attends community meetings to speak on code related issues and fire prevention.
20%	Performs specific task and completes projects assigned by the Fire Marshal to accomplish the goals and objectives of the division.
10%	Attends weekly meetings including but not limited to multi-jurisdictional investigations, weekly investigations meetings, bi-weekly Fire Marshal Direct Reports Meetings, bi-weekly Division of the Fire Marshal meeting, bi-monthly Fire Marshals Association of Colorado meeting, Safety Consortium meetings, and community meetings.
10%	Evaluates employees through regular interaction and feedback with each employee; determine that each performance plan is aligned with goals and objectives that support CSFD in meeting its strategic priorities; provides pay progression evaluations; determines a ranking for year-end evaluations which affect the pay range for pay progression; assures employees maintain certifications and receives ongoing continuing education; and meets with each employee quarterly to evaluate job performance and progression on objectives.
10%	Participates in training to maintain or obtain higher certifications as required by CSFD, City, State, and Federal regulations associated with assigned job duties.



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in business administration, public administration, fire protection engineering, or a related field.

Experience: Four years of full-time responsible fire service supervisory and administrative experience including two years of inspection experience.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 300	Within 12 months of start date
ICS 400	Within 12 months of start date
ICS 700	Within 12 months of start date
ICS 701	Within 12 months of start date
ICS 800	Within 12 months of start date
Plans Chief certification	Within 24 months of start date
Hazardous Materials Awareness certification	Within 12 months of start date
Fire Instructor certification	Within 12 months of start date
Colorado State Fire Inspector II	Within 12 months of start date
Colorado State Fire Suppression System Inspector	Within 12 months of start date
International Code Council (ICC) Inspector II	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Supervision Received:
Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. Will be required to successfully complete a spirometry test in order to wear a self-contained breathing apparatus (SCBA).



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015