



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Assistant Fire Marshal	BAND/LEVEL:	MGT II
DEPARTMENT:	Fire Department	JOB NO:	5547
DIVISION:	Fire Prevention	DATE:	11/29/2017
REPORTS TO:	Fire Marshal	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	283
REPLACES:	Supervisor, Fire Inspection	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Assists the Fire Marshal in managing fire prevention programs and fire inspectors within the fire prevention division pertaining to the occupancy and maintenance of existing structures and premises. Conducts fire investigations and training, also participates in and manages personnel in fire codes, and assists in completing the Kansas Fire Marshal inspection requirements per the signed MOU (Memorandum Of Understanding).

DUTIES AND RESPONSIBILITIES:

1. In cooperation with the Fire Marshal assists in administering the enforcement of federal, state and local fire and building codes. city ordinances and fire department policies for the purpose of maintaining existing buildings and properties within the city of Overland Park.
2. Assists in supervising the staff of fire inspectors who are engaged in conducting fire inspections and issuing permits for the purpose of enforcing federal, state and local fire codes.
3. Reviews completed fire inspection reports and records for accuracy and validity of conclusions. Discusses questionable or difficult cases with inspectors and makes recommendations for the application of pertinent codes and ordinances. Refers questionable cases to the Fire Marshal.
4. Assists in evaluating personnel under his/her immediate supervision.
5. Work closely with outside agencies directly associated with Overland Park and Merriam for the purpose of codes and ordinance enforcement. This shall also include coordinating and participating in outside special event projects that occur in each city when necessary.
6. Conducts fire inspections within the City of Overland Park and issues written notices of code violations.
7. Issues notice to appear in court for noncompliance of code and ordinance violations.
8. Responsible for the development, coordination and delivery of fire inspection and investigation training for the fire inspectors and investigators.
9. Shall be a State of Kansas Certification Fire Investigator. Responsibilities shall include conducting fire investigations for the determination of origin and cause; conducting on and off scene interviews of witnesses, victims and suspects; issuing to the County District Attorney's Office for a final determination of prosecution.
10. Oversees that all fire prevention vehicles are kept up and maintained and maintenance is provided.
11. Assumes tasks assigned by the fire marshal.

12. Assumes the duties of the Fire Marshal in his or her absence, when required.
13. Responds to emergency fire and medical calls in the capacity of any Operation Division rank that was held previous to being assigned to the position of, assistant fire marshal. If no Operations Division responsibilities were held previous to this assignment, the assistant Fire Marshal shall respond, when requested, to be assigned duties as needed.
14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
15. The employee must be punctual and timely in meetings and requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks where applicable.
16. Position functions as a professional and technical resource to the Fire Marshal.
17. Assists in the updates of adopted codes, ordinances and standards.
18. Shall meet and maintain federal, state and local requirements to carry a firearm.
19. This position requires being on-call, on a rotational basis, after normal work hours for emergency recall, while on call there is a 2 hour response requirement, utilizing non-emergency driving methods.
20. Conducts presentations to various groups including schools, civic, business and other organizations concerning fire prevention, education and other related technical matters.
21. Assists with the Fire Marshal in forecasting in the short and long range goals. Identifies opportunities and makes recommendations for improving service delivery methods, procedures and general operations to the Fire Marshal.
22. Assists in the preparation of correspondences, speeches, and news releases. conducts research and prepares reports related to a variety of code, education and investigation topics. Appears before civic and community groups to promote code and fire investigation compliance and public education.
23. Assists in providing day-to-day direction for overall operation of fire inspectors.
24. Fills in for the the Fire Marshal in attending meetings with special events, administration and construction projects in a supportive fashion when needed.
25. Shall coordinate and assist in the inspections with the Fire Marshal with all the required Kansas State Fire Marshal inspections per the MOU (Memorandum Of Understanding) signed between the two agencies.



GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Associates degree in fire prevention or fire science or a Bachelor's Degree in a related subject.
- Must possess a valid driver's license and maintain an insurable driving record.
- Shall have a Fire Inspector I Certificate thru the State of Kansas.
- Shall meet the current adopted NFPA 1031 requirements for Fire Inspector I & II.
- Shall have completed the course for Fire Inspection Principles offered by the NFA (National Fire Academy).
- Shall have completed and passed the testing of the ICC Inspector I & II.
- Shall have and kept current the Fire Investigation Certification (CFI level II) thru the State of Kansas
- If the employee is fire qualified and/or EMT certified must also meet the physical requirements of the FIREFIGHTER job description.
- Fire and/or EMT certification must also be maintained.

EXPERIENCE:

- Minimum of five years full-time employment with the Overland Park Fire Department with at least two years as a Fire Inspector.

SKILLS:

1. Project manager skills.
2. Effective training skills.
3. Good oral and written communication skills.
4. Interpersonal skills.
5. Judgment / Decision Making skills.

MENTAL REQUIREMENTS:

1. Knowledge of modern principles, methods and procedures of fire protection.
2. Knowledge of current fire prevention techniques.
3. Knowledge of research techniques, methods and procedures, and ability to analyze and interpret data and submit reports upon analysis.
4. Ability to visualize and analyze problems and situations within his/her supervisory responsibilities and to present appropriate facts and recommendations concisely both in writing and orally.
5. Knowledge of departmental rules and regulations with the ability to enforce them firmly, tactfully, and impartially.
6. Knowledge of the principles of management and organization.
7. Ability to plan, assign and direct work to subordinate employees.
8. Ability to establish and maintain an effective working relationship with city officials, private sector officials, civic groups, subordinates and the general public.
9. Ability to recognize and analyze potential conflict situations and adopt effective measures for resolution.
10. Working knowledge of the International Fire and Building codes.
11. Ability to read and interpret codes for fair and effective enforcement application.
12. Ability to articulate code violations statements clearly in writing.
13. Ability to prepare written correspondence to effect clear communication with outside agencies.
14. Knowledge of the geographical layout of the jurisdiction including location of streets and major fire hazards.
15. Knowledge of the Municipal Court System and the prosecution process.
16. Knowledge of the Overland Park Fire Department code enforcement process.
17. Ability to establish and maintain effective working relationships with City of Overland Park officials, private sector officials, civic groups, subordinates and the general public.



PHYSICAL REQUIREMENTS:

1. Must pass the Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to operate office machines, such as, personal computer, telephone, fax machine, copy machine, calculator and paging system.
3. Ability to sit, talk and hear.
4. Ability to walk, use hands and finger motions, handle or feel objects, tools or controls and reach with hands and arms.
5. Ability to lift and/or move objects up to 50 pounds when performing office duties and up to 100 pounds performing field work.
6. Exposure to extreme temperatures and adverse weather.
7. Ability to drive a city vehicle.
8. Exposure to loud noises.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Administrative Assistant.
- Fire Inspector (Commissioned).
- Fire Inspector I, II and Senior.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.