

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Fire Marshal	BAND/LEVEL:	Mgmt IV
DEPARTMENT:	Fire Department	JOB NO:	5010
DIVISION:	Fire Prevention	DATE:	3/25/12
REPORTS TO:	Fire Chief	FLSA STATUS:	EX
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 283

REPLACES: Risk Management Chief

DATE: 10/3/2011

JOB SUMMARY STATEMENT:

Manages, coordinates and supervises work involving the Prevention Division. Administers the enforcement of all fire codes, ordinances and policies of the division. Oversees the approval of all construction documents for new construction and revisions to existing buildings within the jurisdiction of the Overland Park Fire Department. Conducts fire investigations and administers the investigation program.

DUTIES AND RESPONSIBILITIES:

1. Administers the enforcement of federal, state and local fire codes, city ordinances and fire department policies for the purpose of maintaining existing buildings and properties within the city of Overland Park.
2. Oversees and approves all construction plans and documents for new construction and revisions to existing buildings within the jurisdiction of the Overland Park Fire Department.
3. Administers fire inspections within the City of Overland Park. Supervises and evaluates Fire Inspectors who are engaged in conducting fire inspections and issuing permits for the purpose of enforcing federal, state and local fire codes and ordinances. Issues written notices of code violations and notices to appear in court for noncompliance of code and ordinance violations.
4. 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 Chief and Code Administrator.
5. Works closely with outside agencies directly associated with the Overland Park Fire Department for the purpose of code and ordinance enforcement. Coordinates and participates in outside activities beneficial to the department.
6. Responsible for defining to the Training Division the professional development needs, coordination and delivery of fire inspection training for Prevention Division.
7. Conducts and assists in fire investigations for determining the origin and cause; conducts on and off scene interviews of witnesses, victims and suspects; and issues reports to the County District Attorney's Office for a final determination of prosecution.
8. Responsible for overseeing the maintenance of all Prevention vehicles and any reports or records of repairs.
9. Targets the provision of programs relevant to public fire education and risk management hazards.
10. Recommends changes to the fire code as deemed necessary for the protection of the citizens of Overland Park.
11. Responds to fire and rescue alarms. Makes high-level strategic and tactical decisions as to the methods of fighting fire and performing rescues, directing the work of all units in all matters concerning fire mitigations, the saving of human life, and the protection of property until relieved by a superior chief officer.
12. Provides on-scene assistance to the department's Incident Commander on incidents which involve, or potentially involve, hazardous materials, or events in which nuclear, biological, or chemical agents have been used with criminal intent.
13. Assists in the development of the annual operating budget and planning for future service requirements. Reviews and evaluates recommendations for equipment needs for the Prevention Division.

Title: Fire Marshal
Cost Center: 283
Date: 3/25/12
Page 2

14. Manages and forecasts short and long range planning as assigned. Identifies opportunities and makes recommendations for improving service delivery methods, procedures and general operations to the Fire Chief...
15. Acts as liaison with local, state, federal, and/or outside agencies regarding matters related to code compliance and homeland defense preparedness.
16. Prepares correspondence, speeches, and news releases. Conducts research and prepares reports related to a variety of topics. Appears before civic and community groups to promote code compliance and public education.
17. Advises the Prevention Division and the City on appropriate codes, code applications, inspections, and hazard mitigation as it relates to the manufacture, storage, use or disposal of hazardous materials within the city and response area.
18. Participates in the investigation and reporting of incidents involving accidental releases or illegal disposal of hazardous materials with other city departments.
19. Functions as Incident Safety Officer as required on all structure fires, high-rise incidents, technical rescue incidents, and any other hazardous structural or environmental conditions. Also functions as Assistant Safety Officer on all hazardous materials incidents as required by OSHA 29 CFR 1910.120 (q).
20. Evaluates personnel under his/her immediate supervision.
21. May be required to respond to incidents that have a high profile and where questions from the governing body and/or news media are anticipated.
22. Provides day-to-day direction for overall operation of assigned division of the fire department.
23. Participates in scheduled meetings in a supportive fashion for the betterment of the organization (governing officials, city staff, and fire department staff).
24. Assumes the duties of the Fire Chief in his or her absence, when required.
25. Performs related work as assigned.
26. 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.
27. The employee must be punctual and timely in meeting all 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Must have a Bachelors Degree with a major in Fire Science, Public Administration, Business Administration, or a related field. Must possess a valid driver's license and maintain an insurable driving record.

Successful completion of required courses in modern firefighting response activity, fire administration, instruction and supervision based on the equivalency of NFPA 1021 Fire Officer Professional Competency Level II, NFPA 1041 Fire Service Instructor Professional Competency Level II, NFPA Fire Department Safety Officer requirements and NFPA 472 Hazardous Materials Competencies for First Responder at the Operational Level and Haz-Mat Awareness. Must be EMT and AED certified by the Kansas Board of EMS.

Title: Fire Marshal
Cost Center: 283
Date: 3/25/12
Page 3

Must have, or complete within one year or as available, Kansas Fire Inspector I certification from the State of Kansas, must meet NFPA 1031 requirements for Fire Inspector I and II, and shall have completed the course of Fire Inspection Principals (R220), offered by the National Fire Academy, Emmitsburg, Maryland, or an equivalent course.

Must receive a certification from the State of Kansas for Arson Investigator within two years after starting this position.

Enroll and complete the Executive Fire Officer Program of the National Fire Academy.

Fire and/or EMT certification must also be maintained.

EXPERIENCE:

Nine years full-time experience with the Overland Park Fire Department. Two of those years must have been in a supervisory capacity.

SKILLS:

1. Good oral and written communication skills.
2. Working knowledge of word processing and spreadsheet programs.
3. Project Management skills.
4. Attention to detail.
5. Analytical skills

MENTAL REQUIREMENTS:

1. Thorough knowledge of modern principles, methods and procedures of fire protection.
2. Thorough knowledge of modern fire prevention techniques.
3. Thorough knowledge of the geographical layout of the jurisdiction, including the location of streets, hydrants and major fire hazards.
4. Thorough knowledge of Overland Park Fire Department resources, both its personnel capabilities and equipment capabilities.
5. Thorough knowledge of departmental rules and regulations with the ability to enforce them firmly, tactfully and impartially.
6. Thorough knowledge of emergency medical practices, fire ground operations, current training methods, fire prevention codes, practices and policies.
7. Considerable knowledge of emergency medical treatment, resuscitation, and other rescue techniques.
8. Considerable knowledge of the principles of management and organization.
9. Knowledge of research techniques, methods and procedures and ability to analyze and interpret data and submit reports upon analysis.
10. Ability to visualize and analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
11. Ability to plan, assign, and direct the work of a number of subordinate operating units and to direct the work of subordinate employees under emergency situations.
12. 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 also meet the physical requirements of the FIREFIGHTER job description.
2. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
3. Frequently required to sit, talk and hear.
4. Ability to make and receive phone calls.
5. Ability to operate a City vehicle.
6. Ability to operate facsimile machines, copy machines, paging systems and calculators.
7. Ability to lift 50 pounds and transport 20 feet.
8. Specific vision abilities required by this job include close vision and the ability to adjust focus.
9. Must be able to properly function in mentally stressful conditions.
10. Exposure to environmental conditions ranging from wet and humid to cold and dry.
11. Ability to work near moving mechanical parts, in high places and below grade.
12. Exposure to the danger of electrical shock and vibration.

Title: Fire Marshal
Cost Center: 283
Date: 3/25/12
Page 4

13. Exposure to moderate noise levels in a general office atmosphere; exposure to noise levels ranging from quiet to very loud when in the field.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

Fire Plans Examiner and Senior
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.