

# BONITA SPRINGS



## *Fire Control and Rescue District*

<b>Position</b>	<i>Fire Marshal</i>	<b>Department</b>	<i>Prevention</i>
<b>Reports to</b>	Assistant Fire Chief	<b>Supervisor to</b>	Assistant Fire Marshal, Fire Inspectors, and others as assigned.
<b>Effective date</b>	February 2017	<b>Revision date</b>	August 2017
<b>Pay Grade</b>	26	<b>FLSA Status</b>	Exempt
<b>Union</b>	None	<b>Pension</b>	Firefighters Retirement Sys.

### *Purpose of Fire Marshal:*

The purpose of the position is to plan, organize and direct the operations and personnel of the Fire Prevention Division. This class ensures that field inspections of new and existing facilities are performed efficiently and ensures that structures which have been destroyed or damaged by fire of known or unknown cause, or on the basis of complaints filed or reported, are also inspected; conducts field inspections as required. Supervises the Assistant Fire Marshal and others as assigned. This class also establishes policies for the Fire Prevention Division, supervises new construction plan reviews, and supervises field inspections of new and existing structures and facilities. Work requires technical knowledge to determine that quality of materials, workmanship, and safety precautions are adequate to meet established standards. A thorough knowledge of building and construction activities must be demonstrated, with additional expertise in the area of fire protection devices, building materials, exit design, wall ratings, lighting, occupant capacity, and chemical or material storage. Work also involves considerable public contact and the ability to interact and communicate effectively in both written and verbal forms. Work is performed under general supervision in accomplishing routine assignments with considerable latitude in decision making. Performance is evaluated by the attainment of objectives, a review of written and oral reports, and through periodic conferences with supervisor.

### *Pre-Qualifications for Fire Marshal:*

*The requirements listed below are representative of the education, experience, and knowledge required for the position.*

<i>Education and Experience</i>	Requires meeting requirements of F.S. 633.081, F.S. 633.34, and F.S. 633.35
	Requires a Bachelor's Degree in related field
	Five years of progressively responsible experience in fire prevention and management, or demonstrable education or experience.
<i>Licenses and Certifications</i>	Valid Class "D" Florida Driver's License
	State of Florida Firefighter certification
	American Heart Association CPR certification
	State of Florida Fire Inspector II

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### ***Physical Requirements of Fire Marshal:***

The Fire Marshal is required to perform prolonged and arduous physical work under hazardous and adverse conditions. Also requires heavy work that involves remaining in a stationary position, traversing, ascending, descending, balancing; positioning, moving, transporting, or raising objects; and exerting between 50 and 75 pounds of force on a recurring basis and over 100 pounds of force on a frequent basis. Must be able to perform the physical demands of firefighting and emergency services.

### ***Mental Requirements of Fire Marshal:***

The Fire Marshal is required to complete routine work, follow procedures, and use critical thinking to solve problems which will require intensive understanding of a restricted field and complete familiarity with the analysis, coordination, or interpretation of engineering, fiscal, legal, or technical nature. Requires highly responsible administrative, managerial, and technical functions. There will be frequent exposure to a variety of unusual pressures and stressors while performing administrative, analytical, or technical tasks prescribed by standard practices and formulating recommendations under the guidelines of a supervisor; sustained, intense attention is required, with continuous periods of high-concentration for accurate results.

### ***Essential Functions Disclosure for Fire Marshal:***

The essential functions of this job description, described as responsibilities, skills, and knowledge, are based on tasks which are critical to successful job performance. The process, time, quantity, and/or quality of the essential function may be determined by a supervisor, if it is not clearly defined in the job description. The essential functions listed may focus on the required outcome rather than the process of performing the essential function.

### ***Environmental Exposures of Fire Marshal:***

The Fire Marshal may risk exposure to fire hazards, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, airborne particles, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, and explosives.

### ***ADA Compliance Disclosure for Fire Marshal:***

The Bonita Springs Fire Control and Rescue District complies with the American with Disabilities Act (ADA). Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not prohibit or restrict additional tasks that may be assigned. This job description is subject to change at any time.

### ***Description Disclosure for Fire Marshal:***

This job description is not a contract of employment or a guarantee of continued employment. The Bonita Springs Fire Control and Rescue District has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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## ***General Responsibilities of Fire Marshal:***

*The tasks listed below are those that represent the general responsibilities while working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Answers telephone; screens calls; provides requested information; takes and relays messages.

Greets visitors with courtesy and tact; answers questions or refers to a supervisor for clarification/resolution.

Assists walk-in emergencies and summons appropriate personnel for help.

Creates and maintains files for order and retrieval, according to accepted record keeping practices and departmental policies.

Types correspondence, forms, documents, and other materials as required in departmental operations.

Opens, sorts, and routes incoming mail, faxes, and deliveries; prepares outgoing mail.

Photocopies and faxes required materials.

Ensures adequate maintenance of supplies; maintains inventory check.

Ensures clean and tidy common areas and office space.

Represents the District professionally to the Public and other agencies.

Performs other job-related duties as required.

## ***General Knowledge Requirements for Fire Marshal:***

*The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Fire Marshal shall have an appropriate level of knowledge in these requirements upon hiring, with the understanding that these requirements will be mastered while employed with the Bonita Springs Fire Control and Rescue District.*

Professional business writing and written correspondence skills.

The knowledge of computer skills and programs.

Efficient utilization of fax and copy machines.

Proper grammar, spelling, proofreading, and editing skills.

Basic math and calculating skills.

Proper phone etiquette.

Typing skills.

The knowledge of departmental policies and procedures.

The knowledge of local, state, and federal laws.

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## ***Essential Responsibilities of Fire Marshal:***

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Maintains responsibility for overall operation of the Fire Prevention Division.

Directs and reviews the work assignment of the Assistant Fire Marshal and others as assigned to include, Plans Examiner, Fire Inspectors and others as assigned for efficiency and to provide technical support and guidance for staff work activities.

Assists in the formulation and implementation of practices, rules, techniques and procedures to improve the Fire Prevention Division and department efficiency; assists the Asst. Fire Marshal with operations within the Fire Prevention Division.

Develops long and short range goals and objectives; uses organizational ability to perform Fire Prevention Division planning; recommends necessary resources.

Directs the enforcement of State and local fire prevention codes and standards related to buildings and site inspections of existing occupancies and facilities and applies changes in applicable codes and ordinances, technology, operating and construction techniques, procedures and legal requirements.

Directs inspections of buildings and facilities under construction, alternation and/or repair for compliance with applicable code requirements, and for the application of safe construction practices.

Ensures that plans and specifications of commercial, residential, public and private buildings, facilities and structures are examined for conformity with fire codes, ordinances and in conformance with Division Policy and Procedure.

Consults with builders/owners/contractors to identify potential problems or violations; discusses and makes necessary modifications and/or changes required; ensures corrective action is taken.

Routinely surveys the District for construction activities or public facilities requiring regular inspection; advises builder/owner of violations; initiates appropriate action to bring installation into compliance; orders removal or modification of equipment as required; follows appropriate departmental procedures to ensure enforcement and corrective action.

Ensures that complaints related to fire hazards or code violations are investigated and resolved in a timely manner.

Attends and participates in meetings, seminars, workshops, hearings, and/or court proceedings related to assigned area. Reads and interprets plans, layouts, specifications and function.

Maintains appropriate records, files and progress reports on work accomplishments; ensures records are kept according to departmental guidelines, accepted record keeping practices and legal requirements.

Responds and assists in the investigation of extinguished fires to determine cause and origin, in conjunction with the Arson Task Force and State Fire Marshals Office if accidental, makes recommendations to prevent reoccurrence, if non-accidental, assists as needed in the arson investigation to conclusion, coordinating with State Fire Marshal's Office and local law enforcement personnel as required.

Performs inspections of existing buildings and new construction.

Represents the Fire District as various civic, community, government agency or fire related meetings; makes presentations to community, business, private and public groups or associations as required.

Attends and participates in hearings/and or court proceedings related to code enforcement, code interpretations or assigned areas.

When required, responds to fire and emergency alarms, and works under the direction of the Incident Commander in performing suppression and related functions.

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## *Essential Skill Requirements for Assistant Fire Marshal:*

*The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Fire Marshal shall have an appropriate level of skill in these requirements upon hiring.*

Ability to establish and maintain effective working relationships with co-workers, and other agencies.

Ability to analyze problems, identify alternatives, and take corrective actions.

Strong written, verbal, and analytical skills.

Ability to make sound decisions and judgment calls.

Developing constructive and cooperative working relationships with others.

Ability to prepare and make presentations in front of groups.

Ability to communicate, convey, or express information.

Knowledge of company policies and procedures.

Knowledge of local, state, and federal laws relating to all facets of fire department operations.