

JOB TITLE: BATTALION CHIEF–FIRE MARSHAL

DEPARTMENT: FIRE DEPARTMENT

IMMEDIATE SUPERVISOR: ASSISTANT CHIEF

DATE APPROVED: 05/01/2007

NATURE OF WORK

This is a management position responsible for directing the Fire Prevention Division. This position participates in the formulation, determination, and implementation of related department policy and possesses effective authority to commit Fire Department resources. The work involves supervision of professional staff, administering fire prevention programs, conducting fire scene investigations, reviewing and monitoring building and development projects as related to fire protection, other special projects, conducting inspections, and fiscal and personnel management. The incumbent works under the direction of the Assistant Chief and under general direction of the Fire Chief.

PRE-QUALIFICATIONS FOR APPOINTMENT

- Must be a current employee of the fire department with a minimum of six years of experience with at least one year experience as a supervisor.
- A minimum of an Associates Degree in Fire Science and Technology, Public Administration or Emergency Management and Administration or related field is preferred; or any equivalent combination of experience and training.
- Must have attained certification as Firefighter I & II, Officer I & II, Hazardous Materials Technician, Inspector I and Instructor I.
- Must possess a valid Arkansas Driver's license without record of suspension or revocation.
- Must pass a Civil Service examination.
- Must pass the department physical agility examination.
- Must pass a required physical examination.
- Must have no felony convictions.
- Must possess ability to work with computer word processors, spreadsheets, databases and other electronic mediums.

ESSENTIAL JOB FUNCTIONS

- Implements and administers inspection programs based on national, state, and local fire codes and standards.
- Directs and supervises inspections through Fire Prevention staff.
- Reviews inspection reports for content and completion.
- Conducts fire origin and cause investigations.
- Reviews plans pertaining to fire and life safety, fixed fire protection systems, fire alarm systems, and construction of buildings.

- Coordinates with Shift Commanders for station/company personnel familiarization and pre-incident surveys of public, commercial, and industrial buildings.
- Enforces fire code requirements and, where necessary, issues corrective notices and/or citations.
- Prepares subordinate personnel's annual performance evaluations and provides feedback to subordinates.
- Evaluates subordinates and makes recommendations for improvement.
- Provides assistance and support to community members as related to fire and life safety issues.
- Assists with development of related policies and procedures.
- Attends staff, department, shift and any other meetings as is necessary to ensure the success of the department.
- Develops and manages the Fire Prevention Division budget.
- Attends various meetings to represent the department and city.
- Generates statistical reports as related to fire prevention activities and presents reports to superiors.
- Manages and directs emergency operations related to emergency responses including but not limited to fire control, ems, hazardous materials incidents, rescue, special operations and other service calls.
- Responds to major alarms and commands emergency activities or assists the incident commander.
- Administers and enforces City, Civil Service, and Department Policies.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

REQUIREMENTS OF WORK

The position requires considerable experience in fire science relating to fire behavior, fire prevention, firefighting principles and practices, haz-mat response, rescue technologies, and EMS operations; in addition to having experience of inspection and investigation principles and practices at a supervisory level, which provide the following skills, knowledge and abilities.

- Thorough knowledge of all emergency techniques and procedures authorized by the SFD or other nationally recognized good practice.
- Thorough knowledge of all policies, rules and regulations, and S.O.G.s of the City, Civil Service Commission, and Fire Department.
- Thorough knowledge of the uses, operations, maintenance requirements, and locations of fire fighting, ems, rescue, haz-mat, special operations, and other emergency equipment tools and apparatus used by the department.
- Thorough working knowledge of fire chemistry, building construction, fire and building codes, inspection principles and practices, emergency operations, ems care and operations, administration and public management and the ability to apply this knowledge to specific situations.
- Thorough knowledge of the Incident Command System and the ability to apply it in emergency events.
- Thorough knowledge of the physical layout of the city, major buildings, target hazards, water supply systems, and hydrants.
- Ability to communicate effectively verbally and in writing with diverse groups within the department, city, community and beyond.

- Ability to recognize and identify issues that need to be addressed and to take appropriate corrective action or make needed recommendations to the Fire Chief.
- Knowledge of community relations and public education needs.
- Ability to interact effectively with citizens, developers, architects, engineers, community leaders, city administration personnel, department supervisors, and subordinates at all levels.
- Ability to resolve conflict at the lowest possible level.
- Ability and skills necessary to operate computer software and develop advanced reports and documents.
- Ability to maintain Arkansas state EMT certification.
- Ability to maintain personal physical fitness consistent with department standards.