



City of Irving Job Description

Fire Marshal

FLSA Status:	EXEMPT*	Job Department:	Fire
Job Code:	6013	Reports To (Job Title):	Assistant Fire Chief

PURPOSE

To enforce the City's fire codes through management of the activities of the City's fire prevention and inspection program, including overseeing the investigation of fires, representing the Irving Fire Department (IFD) in departmental and inter-departmental activities, and developing plans, budgets, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Prepare comprehensive fire prevention program, including recommending goals and objectives, developing policies and procedures, and participating in staffing plans and budget development.
- Implement comprehensive fire prevention program, including assigning work activities, monitoring work flow, implementing policies and procedures, evaluating work products, and coordinating activities with other departments and divisions in the City.
- Monitor and control expenditures for division budget and prepares cost estimates.
- Oversee division staffing, including recommending appointment of personnel, evaluating employee performance, working with employees to correct deficiencies, and reviewing work schedules.
- Supervise assigned employees, including participating in the selection and hiring of staff, assigning work, monitoring work flow, reviewing work products, and evaluating employee performance.
- Track certifications and training for fire prevention staff, including recommending plans for keeping certification current.
- Track and process Open Records and similar requests for fire prevention staff.
- Prepare and update the City's fire and emergency codes, ordinances, and standards, including meeting with citizen groups, Emergency Management Coordinator, and other Fire Department personnel.
- Investigate fires, including determining origin, cause, and loss value.
- Participate in prosecution activities, including collecting evidence, maintaining records, preparing reports for court, and serving as an expert witness.
- Coordinate with juvenile officers, counselors, and parents regarding juveniles involved in fire incidents.
- Oversee Fire Department cell phones, including ordering, issuing, and tracking phones and responding to requests for programming and repair.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- None

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include all employees in the unit.

FINANCIAL / BUDGETARY RESPONSIBILITY

Participates in and recommends goals and budgets for long range planning.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of an Associate's degree with major course work in Fire Science, Fire Prevention, or a related field.

EXPERIENCE

- At least six (6) years of increasingly responsible experience with the IFD in fire investigation, including two (2) years of supervisory responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.
- State of Texas Fire Inspector certification.
- State of Texas Fire and Arson Investigator certification.
- State of Texas Basic Fire Instructor certification.
- Basic TCLEOSE Peace Officer certification.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Fire Prevention: Procedures, strategies, techniques, and materials for reducing probability of loss of property and life from fires.
- Fire Investigation: Procedures, strategies, techniques, and methods for determining cause of fires.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Building Plans: Techniques and principles involved in the production and use of precision technical plans, blueprints, drawings, and models.

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

SKILLS AND ABILITIES IN

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Mechanical/Technical: Safely operating diverse equipment, including computers, testing equipment, telephones, and radios.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews and interrogations.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reaction Time: Quickly responding (with the hand, finger, or foot) to one signal (e.g., sound, light, or picture) when it appears.
- Speech Recognition: Identifying and understanding the speech of another person.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to grasp, handle, feel, listen, and/or see. Frequently, s/he is required to carry, climb, drive a vehicle, kneel, lift up to 25 pounds, pull, push, reach, sit, smell, stand, stoop, talk, and/or walk. S/he occasionally must balance, lift up to 50 pounds, and/or stoop. In rare instances, s/he must crawl. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is exposed to extreme vibration, blood-borne pathogens, confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high precarious work places, improper illumination, moving mechanical parts, noise, toxic or caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.