

Deputy Fire Marshal, Fire Department

City of Dunedin, Florida
Class Description

Position Title: **Deputy Fire Marshal**
Fire Department

General Description of Duties

Under supervision, coordinates fire prevention activities including all plan review, code enforcement, conducts and directs fire investigations. Assists the Fire Marshal in overseeing the department's building service and maintenance programs. Performs related administrative, technical and supervisory work as required. Reports to the Fire Marshal.

Specific Duties and Responsibilities

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Supervises subordinate fire inspectors; supervisory duties include instructing, assigning and planning work, reviewing work, maintaining standards, coordinating activities, allocating personnel, and acting on employee problems. Reviews the work of subordinates for completeness and accuracy; evaluates performance; offers training, advice and assistance as needed.

Coordinates and conducts fire inspections and fire, arson, and explosion investigations.

Assists with field fire inspections.

Reviews site plans, construction blueprints for fire code compliance.

Receives and responds to inquiries and complaints from the public.

Keeps abreast of new technology, methods and regulations for fire inspection, investigation, prevention and suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Participates in physical conditioning activities as required.

Remains on call 24 hours per day for emergencies.

Operates a motor vehicle and various office machines including a computer, two-way radio, audio-visual equipment, etc. Operates firefighting equipment, camera, engineer's scale, pressure gauges, hand tools, etc.

Updates 911 database with emergency contacts and hazard information.

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Suggest and applies for grants regarding life safety matters.

Consults with builders, owners and contractors to identify potential problems or violations, discusses necessary modifications and/or changes required and ensures that corrective actions are taken.

Performs general administrative duties as required, including conducting and attending meetings, compiling data for reports, entering computer data, preparing reports and correspondence, etc.

Performs related duties as required.

Minimum Training and Experience

Requires at least an Associate's degree in fire science, public administration or related field supplemented by a minimum of five years of experience and training in fire service/emergency services programs and management.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Must possess current State of Florida Certifications and Licenses:

FL Firefighter II

FL Fire Safety Inspector I

FL Fire Safety Inspector II

FL Fire Investigator

FL Driver's License

Strongly preferred: FL Fire & Life Safety Educator

Performance Indicators

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Deputy Fire Marshal. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of fire science, hydraulics, electrical, fire codes and ordinances, emergency medical services, etc. Knows how to determine and ensure safety at the scene of emergencies. Is able to perform according to standards despite working long hours and intense, exhausting schedules. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform duties under adverse environmental conditions Has the ability to speak and understand the English language.

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Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of modern office practices and technology, including computers. Requires the ability to use, operate and/or handle office equipment such as a telephone, calculator, computer, etc.; and to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations involving basic algebraic principles and formulas; to use basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to ensure proper training for employees, including explanations and written instructions in order to ensure that standards and regulations are understood and implemented. Has the ability to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization and community. Has the ability to use independent judgment and discretion in critical situations such as response to natural and man-made emergency/disaster situations. Is able to coordinate multi-agency responses. Is able to show a high level of discretion and flexibility in daily operations. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize, and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to responsibilities of the job.

ADA Compliance

Physical Ability: Occasional tasks involve the regular and, at times, sustained performance of

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moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds), and occasionally heavier objects and materials (up to 100 pounds). Routine tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Routine tasks are performed without exposure to adverse environmental conditions; occasional tasks require exposure to fire hazards, adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, fumes, noise extremes, machinery hazards, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease/pathogens.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:


Fire Chief

9/21/23
Date