

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB425 Assistant Fire Marshal
POSITION #/TITLE: 0266 Assistant Fire Marshal	Adopted: 06-15
	Revised:

POSITION DESCRIPTION

Dept /Division: Fire	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 14
Reports To Position #/Job Code #/JC Title: 1046/NB326/Fire Marshal	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Prescribed by Civil Service (sworn position); Medical physical, physical function testing, respiratory medical physical, respirator fit testing.
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing, Fall Protection, Shoring in Emergencies	

General Statement of Duties

Plans and coordinates activities of designated special projects and programs to ensure the objectives of the project or program are accomplished within prescribed timeframe and funding parameters. Project/Program assignments are primarily in the areas of the Fire Department, but other City special projects may be assigned on an as needed basis. Provides technical review and interpretation to assure that buildings and structures are constructed, repaired, or modified in conformance with applicable fire and development codes and are safe for use and occupation.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of code enforcement inspectors and fire protection engineering functions.

Examples of Essential Work (Illustrative Only)

Evaluates and plans the administrative processes, procedures and functions of the Fire Prevention Bureau Code Division inspectors;
Participates in hiring decisions for the Fire Code Enforcement Division;
Plans, assigns, schedules, motivates, counsels, and evaluates the work of Fire Code Division inspection staff;
Coordinates City-wide inspections in cooperation with line district and crew commanders;
Administers and interprets building, electrical, fire, mechanical, plumbing, housing, and zoning codes and related municipal ordinances;
Directs on-site code compliance inspections for new and existing building projects; Administers policies and procedures for work activities, projects and programs;
Develops and manages technical and educational material for development and dissemination;
Supervises and monitors the development and implementation of operational and administrative project

standards;

Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of operational and administrative improvement systems;

Serves as liaison to internal and external customers and responds to requests and inquiries concerning fire code, programs, policies, procedures, time lines, data generation, analysis and services;

Participates in construction plan review, with emphasis on fire code and plan designs that may impact fire code;

Attends meetings, conferences and workshops as required;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the principles and practices of Fire Department operational and administrative management principles and practices, including strategic planning, fire prevention, code enforcement, budgeting and personnel administration;

Thorough knowledge of safety regulations, protocols, principles, practices and procedures for fire suppression, fire prevention, fire code enforcement and other operational activities;

Thorough knowledge of the principles and practices of local, state, and national codes for which the Code Division enforces and ordinances and their administration;

Thorough knowledge of public education and public relations principles, practices and techniques;

Thorough knowledge of current applicable federal, state and local laws and fire codes, rules and regulations for emergency response and hazardous materials management, fire protection safety and building standards, and emergency communications;

Ability to organize and manage fire prevention, enforcement, administrative and special projects;

Ability to read and interpret blueprints, technical specifications and contracts;

Ability to train, assign, motivate, supervise and evaluate the work of others;

Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, state and local elected officials, other emergency responders, outsource vendors under contract, consultants and the public both orally and in writing, using both technical and non-technical language;

Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing administrative plans, operational proposals, budgeting and funding specifications, training plans, education and public relations concepts and processes;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Prescribed by the Civil Service Commission.

Required Special Qualifications

ICC Inspector/Plan reviewer Certifications preferred.

Valid Iowa Driver's License.

Residency Requirements.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to interact with general public, city staff and others;

Sufficient vision, which permits the employee to operate equipment and tools;

Sufficient manual dexterity, which permits the employee to operate equipment;

Sufficient personal mobility, which permits the employee to attend community meetings and events and to monitor assigned project activities.