

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB326 Fire Marshal
<b>POSITION #/TITLE:</b> 1046 Fire Marshal	<b>Adopted:</b> 09-99
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Fire/Code Enforcement	<b>Manager Level:</b> Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 17
<b>Reports To Position #/Job Code #/JC Title:</b> 2353/CN001/City Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Prescribed by Civil Service (sworn position); Medical physical, physical function testing, respiratory medical physical, respirator fit testing.
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing, Fall Protection, Shoring in Emergencies	

<b>General Statement of Duties</b>
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Manages, oversees and evaluates the City's Code Enforcement Division, including building, electrical, fire prevention, mechanical, plumbing, housing and zoning codes. Serves as the Zoning Administrator for the City of Cedar Rapids. Supports the public outreach programs and activities. Provides the technical background to the Code Enforcement Division and manages the applied code enforcement to the community; other duties as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of code enforcement and fire protection engineering functions and over the work of all Code Enforcement employees.

<b>Examples of Essential Work (Illustrative Only)</b>
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Provides effective, professional leadership, positioning the Code Enforcement Division to meet the community's future fire, building, housing and zoning needs through appropriate technologies and services;

Manages, evaluates and plans the administrative processes, procedures and functions of the Code Enforcement Division;

Directs the strategic planning, policy development, data collection and reporting activities of the division;

Participates in hiring decisions;

Plans, assigns, schedules, motivates, counsels, and evaluates the work of Code Enforcement Division staff;

Coordinates City-wide inspections in cooperation with fire line district, crew commanders and code enforcement staff;

Administers and interprets building, electrical, fire, mechanical, plumbing, housing, and zoning codes and related municipal ordinances;

Provides technical expertise, data, reports and presentations to the City Manager and City Council for fire, building, housing and zoning jurisdictional concerns, including updating, interpretation and adoption of codes and ordinances;

Directs on-site code compliance inspections for new and existing building projects;

Develops and administers policies and procedures for work activities, projects and programs;

Oversees the preparation of program budgets and monitors the operating expenses of the Code Enforcement Division budget;

Manages trade licensing and appeals boards, and coordinates the administrative actions of the Zoning Board of Adjustment and Housing Board of Appeals;

Plans, prepares and monitors budgetary activities for the Fire Department Code Enforcement Division;

Develops and manages technical and educational material for development and dissemination;

Plans, develops, manages 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 Code Enforcement Division programs, policies, procedures, time lines, data generation, analysis and services;

Serves as Division spokesperson and news media liaison;

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

Serves on the Fire Department management teams and recommends administrative, educational and planning projects;

Manages preparation of program budgets and monitors operating expenses for the Code Enforcement Division;

Provides training to inspections, line, and public education staff on City Municipal Codes for which the Code Division is responsible;

Coordinates with City Attorney's office and Building Department in amending the City Municipal Codes for which the Code Division is responsible;

Conducts timely performance reviews and monitors performance and staffing needs;

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.

<b>Required Knowledge and Abilities</b>
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Comprehensive 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;

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

Comprehensive knowledge of the principles and practices of local, state, and national laws, codes and ordinances and their administration for areas in which the Code Enforcement Division is responsible, including building (building, electrical, mechanical, plumbing), fire, housing and zoning;

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

Comprehensive 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 plan, organize and manage Code Division 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, out source 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 use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

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**

Graduation from an accredited college or university with a Bachelor's Degree in Fire Science, with additional coursework in Construction Management, or closely related field; and

Considerable experience in fire prevention, fire and building code enforcement; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

National Certification with the International Fire Certification Institute (IFCI) 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 communicate effectively;

Sufficient vision which permits the employee to develop a wide variety of fire-related administrative and educational materials and review a variety of written materials;

Sufficient manual dexterity which permits the employee to operate a vehicle and computerized equipment;

Sufficient personal mobility which permits the employee to conduct fire safety inspections and present educational and public relations programs.