

**Title:** Fire Marshall  
**PG:** 63  
**Status:** Civil Service  
**Position Reports to:** Fire Chief  
**Department:** Fire

**Class Code:** 4004  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible supervisory and technical work in planning, organizing, and directing a Fire Safety Management Division. Work involves responsibility for the enforcement of all local, state, and federal laws and ordinances as they pertain to fire safety and fire prevention. Work also involves planning, supervising, and participating in an inspection program, planning the review process and code enforcement procedures of the Fire Safety Management Division. Supervision is exercised over personnel engaged in fire prevention inspection activities. Work is performed under the general direction of the Fire Chief and is reviewed through conferences and reports.

**ESSENTIAL FUNCTIONS:**

1. Reviews building plans for code compliance and coordinates building inspection activities.
2. Plans, organizes and directs all activities of the Fire Safety Management Division.
3. Prepares cases for the code enforcement board and for criminal prosecution.
4. Gives fire safety seminars to the public.
5. Supervises the investigation of all fires in the City.
6. Prepares operating budget for the Fire Safety Management Division.
7. Responds to staff call outs at emergency operations.
8. Liaison between the fire and the City building code departments.

**ADDITIONAL RESPONSIBILITIES:**

1. Participates in the planning and implementation of new operating and automated procedures as they are required based on changes in City policies.
2. Assists in the implementation of a new computer system as mandated by advances in computer technology.
3. Investigates false alarms and takes necessary action.
4. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of federal, state, and city fire safety laws, codes, and regulations.
2. Knowledge of the mechanical, chemical, and related characteristics of a variety of flammable, explosive, and similar materials.
3. Ability to plan, organize, and prioritize job demands.
4. Ability to communicate, effectively both verbally and in writing.
5. Ability to delegate duties to subordinates in an equitable manner.
6. Ability to enforce regulations firmly, tactfully, and impartially.
7. Familiarity with computerized systems and concepts.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job could risk exposure to environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in engineering or a related field.
2. Or an associate's degree with ten (10) years experience as an inspector, contractor, or supervisor of construction.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must possess at time of appointment a valid municipal fire inspectors certificate or be registered with the Florida Department of Professional Regulation as a professional engineer and obtain a valid Municipal Fire Inspectors certificate within twelve (12) months of employment.
4. Must obtain a Certificate of Compliance as a State of Florida firefighter within eighteen (18) months of employment.
5. Must obtain a Certificate of Compliance as a State of Florida police officer within eighteen (18) months of employment.
6. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.