

## CITY OF RENTON

**CLASS TITLE: ASSISTANT FIRE MARSHAL (FI-2045)**

### **BASIC FUNCTION:**

Under the direction of the Battalion Chief/Fire Marshal, assist in planning, organizing, coordinating and directing the operations of the Fire Prevention Bureau including plan review, permit processing, code enforcement, fire investigation and public education; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Assist in planning, organizing, coordinating and directing the operations of the Fire Prevention Bureau; schedule, assign and review work performed in assigned areas of responsibility.

**\*Respond to public inquiries concerning code requirements; research codes and provide technical information; advise businesses and individuals on code requirements and hazardous processes and answer citizen complaints.**

**\*Assist inspectors in code related matters; provide technical assistance concerning codes and interpretation of codes.**

Supervise and evaluate the performance of assigned employees; recommend salary, promotion, discipline, transfer and termination decisions.

Review fire investigation reports, complex plan reviews and inspection reports; review applications for permits and licenses.

Analyze workloads, processes and functions in the Fire Prevention Bureau and make recommendations for or implement improvements as necessary; schedule and oversee daily operations and activities.

Establish and maintain effective working relationships with City departments, State agencies and other groups in relation to fire regulations and ordinances.

**\*Review new legislation, codes, standards and practices related to fire safety; develop City ordinances related to fire regulations.**

Respond to major fires and coordinate or assist with fire investigations as required.

Conduct fire prevention presentations and informational speeches before public groups.

Maintain a variety of files and records and prepare detailed narrative and statistical reports.

Attend a variety of meetings and serve on committees as required.

**\*Assume additional duties in the absence of the Fire Marshal.**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Fire and building codes as applied to plan review, inspections and enforcement.
- Applicable fire prevention laws, rules, regulations and codes for both the City and the State.
- Fire hazards and fire prevention and protection methods.
- Fire prevention inspection methods and techniques.
- Fire alarms and sprinkler system operation and design.
- Fire investigation skills including proper documentation, photography and legalities.
- Laws of search, seizure and arrest.
- Principles and practices of supervision and training.
- Basic research methods.
- City organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

#### **ABILITY TO:**

- Assist in organizing, coordinating and directing the operations of the Fire Prevention Bureau.
- Recognize and define fire hazards and recommend actions for abatement.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Respond to major fire alarms to coordinate and assist in fire investigations.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Train, supervise and evaluate personnel.
- Prioritize and schedule work.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in fire science and four years experience in fire inspection, investigation and prevention activities including some experience in a lead capacity. Incumbents are required to meet the standards adopted by the Washington State Fire Chief's Association for Fire Inspector III or those standards as outlined for Fire Inspector III in N.F.P.A. Pamphlet 1031.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Washington State driver's license. Incumbents are required to meet the standards adopted by the Washington State Fire Chief's Association for Fire Inspector III or those standards as outlined for Fire Inspector III in N.F.P.A. Pamphlet 1031.

**WORKING CONDITIONS:**

Work is performed in an office environment, but some field work involving walking, standing and climbing may be required.

\* *Denotes an essential function*

September 1993