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**Section: 1.5.2****Position Description: Fire Marshal - Exempt**

Effective Date: 01/01/2007

Reports To: Fire Chief

Revision Date: 09/09/2016

Approved by: Fire Chief

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**OBJECTIVE**

The Fire Marshal is a senior level management position whose primary responsibility is to assist the Fire Chief in planning, organizing and directing fire department operations & functions.

**ESSENTIAL JOB FUNCTIONS**

1. Manages the Fire Prevention Division, including supervising the assigned fire inspectors, the company inspection program, the fire investigation program, and the public education program.
2. Manages the Emergency Medical Services (EMS) program, including operations and training.
3. Performs or directs the review of all plans received from both Cities' building inspection division, planning division and developers for compliance with fire code requirements and makes recommendations regarding fire safety. Participates as a member of development review committees at the request of each city.
4. Performs or directs the initial inspections of new buildings, periodic inspections of existing buildings, and re-inspections. Enforces the Fire Prevention Code as adopted by the City Councils. Directs and assists in maintaining inspection forms, correction orders and related reports.
5. Directs, schedules and assists in fire inspections and re-inspections to be conducted by the fire inspectors and fire suppression companies. Follows up on violations and hazards found during inspections to ensure proper compliance. Reviews and authorizes written orders. Develops and updates fire related codes.
6. Directs and performs pre-fire planning, emergency planning, and evaluation of water supplies for fire protection.
7. Reviews and/or completes fire reports so that they may be properly submitted to the State Fire Marshal. Reviews reports to ensure accuracy with set standards. Approves all reports to ensure completeness, prior to release to the public. Reviews all responses to fire alarms for appropriate billing. Compiles and analyzes statistical data as it relates to fire issues in South St Paul and West St Paul.
8. Coordinates, develops, directs and assists in public education programs to prevent fires and injury and to instill proper reaction in an emergency. Conducts training with local businesses in emergency evacuation and response planning. Monitors fire trends to develop new educational efforts. Partners with community businesses and groups to develop safety advocates. Prepares news releases relating to fire and safety awareness.
9. Directs and assists in fire/arson investigation. Shall have control over fire-ground operations in order to ensure proper control of the scene and/or to ensure preservation of physical evidence. Coordinates the fire investigation with the South St Paul and West St Paul police investigators and members of other organizations, including the State Fire Marshal's Office and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). Assists the police investigation divisions with the follow-up of fire-related cases. Directs and develops arson prevention programs.
10. Directs, develops and conducts training for inspectors and other personnel in code enforcement, public education, fire protection, fire investigation and other fire training as assigned. Provides training to community organizations and businesses in prevention and preparedness related topics.
11. Directs, performs and tracks EMS training to ensure compliance with National, State and Medical Director standards and certifications.

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12. Directs, performs and tracks requirements included in the HealthEast contract, such as data reporting and quality assurance/improvement processes.
13. Maintains a collaborative working relationship with the department's Medical Director, as well as all other HealthEast Transportation employees. Assures compliance of personnel in all areas covered under the Medical Director's license, the Minnesota Emergency Medical Services requirements, and contractual requirements with HealthEast
14. Shall be a standing member and have a collaborative working relationship on the Dakota County EMS Advisory Council and the Metro Region EMS Technical Operations Committee.
15. Provides supervision, direction and assists in the development of subordinates. Assists and guides subordinates as needed, evaluates their performance, provides assigned instruction, and recommends development steps. May conduct transfers, suspensions, promotions, discharges, assignments, recognition, discipline, and has the authority to settle the determination of grievances. May also suspend a subordinate with or without pay, as a disciplinary measure, pending final determination of the matter by the Fire Chief. Serves in a confidential capacity as required by this senior management position.
14. Develops a budget that represents the Fire Prevention Division and EMS Program needs; participates in the overall department budget process, making recommendations and assisting with implementation of the department budget in a fiscally responsible way.
15. Represent the Department on assigned committees and task forces both internally and externally.
16. Perform other duties as assigned by the Fire Chief.

**KNOWLEDGE/SKILLS/ABILITIES**

1. Ability to plan and implement department programs and activities.
2. Experience with and understanding of fire suppression, prevention, and EMS functions.
3. Ability to communicate effectively both orally and verbally.
4. Considerable knowledge of fire department principles and practices of modern fire department administration.
5. Demonstrated skills in leadership, problem solving and innovation.
6. Ability to make sound decisions under pressure and work independently with little supervision.
7. Ability to plan, schedule, and manage multiple projects, meeting established deadlines.
8. Ability to develop and maintain effective working relationships with department personnel, staff of other organizations, JPA partners, as well as the general public.

**QUALIFICATIONS****Minimum:**

1. Associate Degree in fire science, fire protection, public or business administration or a related field from an accredited educational institution or an equivalent combination of education and experience.
  - NOTE: Beginning January 1, 2020 an Associate Degree will be the minimum requirement.
  - NOTE: Beginning January 1, 2024 a Bachelor Degree will be the minimum requirement.
2. Minnesota and nationally certified Emergency Medical Technician.
3. Fire Fighter II certification.
4. Completion of Hazardous Material Operations course.
5. Company Officer Certificate or equivalent levels of education.
6. Five years experience as a full-time firefighter.
7. Two years experience in a leadership position.
8. Current, valid driver's license.
9. Ability to maintain performance/medical qualification as a firefighter.
10. Ability to maintain State Firefighter License.
11. Completion of NIMS IS-100, IS-200, IS-700 and IS-800 courses.
12. Ability to obtain a Minnesota Fire Inspector II certification within a reasonable period of time.

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13. Ability to obtain fire investigator education and certification within a reasonable period of time (BCA and/or State Certification).
14. Qualifications to complete fire plan reviews within a reasonable period of time.

**Desirable:**

1. Bachelor Degree in fire science, fire protection, public or business administration or a related field from an accredited educational institution.
2. Completion of the National Fire Academy Executive Fire Officer Program.
3. Enhanced knowledge of Microsoft Office products, records management systems and other computer systems/software used by the department.
4. Completion of NIMS ICS-300 and ICS-400 courses.
5. Blue Card Certification.
6. Completion of Incident Safety Officer course.
7. Emergency Management education or experience.

The South Metro Fire Department does not discriminate on the basis of disability in the admission to, or treatment, or employment in, its services, programs, or activities.