

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Deputy Fire Marshal
DEPARTMENT: City Manager/Fire Administration
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs work assisting in the administration and supervision of staff within the Fire Administration division. Reviews building construction plans to ensure compliance with state adopted life safety codes. Work is performed under the general direction of the Fire Marshal with extensive latitude in the use of initiative and independent judgment. Position relies on experience and exercises considerable independent judgment based on subject-matter expertise of specialization and applying advanced concepts, techniques, and knowledge of processes.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists the Fire Marshal in the management of the Fire Administration Division
- Assists in managing the Fire/Rescue service contract
- Supervises, trains, and evaluates the fire inspectors' performance
- Inspects new construction sites to ensure compliance with state and local codes and statutes
- Oversees the City's annual fire inspection program
- Serves as the primary fire plans examiner for the Development Review Committee (DRC)
- Serves as the primary plan reviewer for new construction blueprints
- Serves as the safety officer for construction sites
- Performs technical inspections of commercial and multifamily buildings in the course of construction, alterations and repairs
- Performs fire prevention duties, including conducting, developing, assisting and training public education programs as needed
- Oversees or performs occupational license inspections
- Reviews annual emergency evacuation plans for assisted living facilities
- Assists and coordinates life safety issues with the Building department
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in fire administration, public administration, business administration or related discipline; supplemented by five (5) or more years' experience as a firefighter,

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JOB DESCRIPTION**

fire inspector and/or fire plans examiner; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess State of Florida Firefighter II certification and State of Florida Fire Inspector certification at time of employment.

Must possess Broward County Rules and Appeals (BORA) certification as a Fire Inspector at time of employment or have the ability to obtain said certification within six (6) months of hire. Failure to obtain this certification within this timeframe will result in termination of employment.

Must have a State of Florida driver license, class E and provide proof of successful completion of the Emergency Vehicle Operations Course (EVOC).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of state and local building and fire codes and statutes
- In-depth knowledge of commercial and multifamily building codes, fire prevention and life safety codes and zoning ordinances
- In-depth knowledge of modern firefighting and fire prevention techniques and of typical sources of fire hazards in buildings and equipment
- Knowledge of Federal Emergency Agency (FEMA) requirements and standards
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to train and supervise staff effectively
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

Time Analysis for Florida Retirement Special Risk application requirements:

- Supervision of and participation with Special Risk (Fire Inspectors) staff whose duties include fire prevention and fire investigations – 25%
- Manages Fire/Rescue service contract – 15%
- Assists the Fire Marshal in the Fire Administration Division management – 20%
- Oversees the City's fire inspection program, reviews fire plans and inspects new construction sites – 30%
- Miscellaneous related duties – 10%

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date