

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

This is an at-will Administrative Officer position, performing managerial and administrative work for the Fire Administration division. Administers and oversees the fire rescue contract, and a number of programs, including the emergency preparedness program, the fire education and training program, the fire inspection program, and the Community Emergency Response Team (CERT) for the City. Position manages a team of associate or technical employees. Position is primarily focused on managing the City's fire rescue contract as well as coaching, developing, and evaluating staff. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

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.

- Manages and administers the Fire Rescue services contract to ensure satisfactory fire and emergency medical services to the City
- Manages, plans, and oversees the department's operations and employees
- Manages certificate of occupancy and occupational license inspections
- Manages the maintenance of all fire prevention/safety equipment at the City
- Investigates fire code violations and conducts fire arson investigations
- Oversees and administers the Fire Safety Inspection program, the Fire Safety Public Education programs, and Emergency Preparedness for the City including the CERT program
- Oversees and / or performs re-inspection of all failed inspections
- Oversees the preparation and maintenance of fire administration records and files
- Performs fire prevention duties, including training of staff
- Prepares the departmental operating budget and controls the expenditure of all departmental funds
- Meets with, answers question for, and provides direction to citizen, contractors, engineers, architects and others regarding fire protection requirements
- Conducts special projects as assigned by the City management team
- Assists with fire suppression and rescue activities as needed, and participates in

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related training

- Prepares reports for submission to the State Fire Marshal
- Performs related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in fire administration, public administration, business administration or related discipline; supplemented by six (6) or more years' experience as a firefighter, company officer, and/or inspector; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a State of Florida driver's license, class E; Florida State Certified Fire Fighter and Florida State Certified Fire Safety Inspector certifications. Broward County Fire Inspector, Broward County Fire Plans Examiner, and Broward County Fire Code Official certifications are also required. Must be licensed as a Community Emergency Response Team (CERT) instructor and cardiopulmonary resuscitation (CPR) instructor.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of state and local building and fire codes and statutes
- Advanced knowledge of fire administration and fire-fighting/rescue methods
- Advanced knowledge of the scientific methods of fire detection and radio communications
- Knowledge of federal, state and county controlling laws and ordinances
- Skill in reading and interpreting building blueprints and plans
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to develop and interpret budgets, contracts, fiscal, and financial reports
- Ability to delegate, manage, and supervise effectively
- 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 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.

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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 – 30%
- Manages Fire/Rescue service contract – 30%
- Oversees and administers the City's Fire Safety Inspection program, the Fire Safety Public Education programs, and Emergency Preparedness for the City including the CERT program – 20%
- Investigates fire code violations and conducts fire arson investigations – 10%
- 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