

**DEPUTY CHIEF FIRE MARSHAL**

**Nature of Work:** Under the limited supervision of the State Fire Marshal, the Deputy Chief Fire Marshal performs administrative and supervisory work in the implementation of fire safety programs to minimize fire hazards and the loss of life and property resulting from fires. This is responsible work in the management and supervision of the technical and support functions of the State Fire Marshal's Office. The work requires considerable knowledge of fire safety, fire hazard assessment and supervisory and management techniques. Performs related work as required.

**Examples of Work**

Directs, supervises and coordinates the work of the State Fire Marshal's staff.

Establishes policies, internal controls, and work procedures.

Serves as principal advisor to the State Fire Marshal concerning organizational structure office operation, staff training needs and special projects.

Allocates agency resources by establishing priorities for their issue and use.

Recommends action to be taken on hiring, salary advancements, promotions, transfers, lay-offs and discipline of employees.

Prepares performance evaluations of all division level supervisors.

Conducts special investigations into situations arriving from incidents and complaints involving employee performance of duties.

Acts as State Fire Marshal during temporary absence of principal.

**Knowledge, Skills and Abilities**

Knowledge of fire safety principles.

Knowledge of the federal and state laws and regulations relating to fire safety, fire prevention and arson investigation.

Knowledge of fire inspection procedures and techniques.

Knowledge of modern methods and equipment used to prevent and control fire.

Ability to plan and direct the work of others engaged in administration, arson investigation and fire safety code enforcement.

Ability to present ideas clearly, both orally and in writing.

Ability to maintain effective working relationships with property owners, public officials and legislators, and with the general public.

**Minimum Qualifications**

**Training:** Four year degree from an accredited college or university and six years of full-time or equivalent part-time paid or volunteer experience in fire prevention or fire safety, including two years in a supervisory capacity in fire prevention or fire safety.

**Substitution:** Full-time or equivalent part-time paid or volunteer experience in fire prevention or fire safety may substitute for the required training on a year-for-year basis.

Established: 8/19/93

Revised: 2/24/2015

Effective: 3/02/2015