



## CLASS SPECIFICATION

Class Code: DCFP  
Date Est: 09/2017  
Last Rev: 09/2019  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 Months

### DEPUTY CHIEF – FIRE PREVENTION

#### **DEFINITION**

Under the direction of the Fire Chief, plans, supervises and coordinates the fire prevention activities of the District designed to increase public awareness and conditions in the community that pose a threat of fire. Performs highly complex administrative duties to improve life safety of the community through adoption and enforcement of local, state and national codes, standard, guidelines and associated regulatory document and publications. Actively pursues collaborative efforts with the construction industry to ensure new development projects adequately meet fire safety guidelines; performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and seven years of progressively responsible experience related to community risk reduction, inspections and investigations. Three years senior level supervisory responsibility (e.g. Fire Marshal, Deputy Fire Marshal, Assistant Fire Marshal) within a fire prevention division of a municipal or county fire department, or a combination of education and experience which provides the requisite knowledge, skills and abilities of the essential functions of the position.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Certification by the International Code Council (ICC) as a Fire Inspector II or equivalent at time of application.

Certification by the International Code Council (ICC) as a Fire Plans Examiner or equivalent at time of application.

Fire/Arson Investigation Certification which meets NFPA standards, at time of application.

Incident Command System 100, 200, 300 and 400 must be completed within 2 years of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over assigned professional, technical, and administrative support personnel.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of the service delivery methods and procedures;

Supervises Fire Prevention staff to include prioritizing and assigning work, conducting performance evaluations, maintain a healthy and safe working environment; and, making hiring, termination and disciplinary recommendations.

Performs construction plan review, fire investigations and building inspections.

Develops a comprehensive long range fire-prevention program consistent with code and standards requirement to increase fire safety in the community.

Administers and enforces local, state and federal fire codes.

Research, develop, implement and evaluate codes and ordinance, as well as the inspection process for new and existing structures. Develop ordinances or policies based on specific fire safety problems and concerns.

Investigates fires and examines reports to determine cause, origin and estimated loss;

Oversees investigations, initial legal action against and assist with prosecution of arsonists and code violators.

Responds to and resolves sensitive questions or concerns from the general public, business community and staff.

Facilitate approval, legislation and public education of new standards

Create public fire and life safety education programs that are consistent with public education needs and monitor program effectiveness and make adjustments as required.

Develops and oversees fuels reduction programs and educates the public in wildland urban interface issues and evacuation planning.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire prevention, development plan review and fire investigation.

Prepare and maintain Departmental records and reports, prepare narrative reports, correspondence and interdepartmental communication.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Policies and procedures of the Truckee Meadows Fire Protection District.

Knowledge of the fire related requirements contained in the Nevada State Fire Code, state statutes, Nevada state building code, the NFPA life safety Code and related NFPA standards and the ability to reasonably and effectively apply these requirements.

Principles and practices of fire science, laws, codes and regulations related to fire prevention, fire safety suppression and investigation.

Principles of fire cause and determination

Building construction, fire sprinkler systems, fire alarms, hydrant, standpipes and alternate systems and the NFPA requirements for these systems.

Principals, practices, methods and techniques of fire suppression, including wildland suppression, prevention and investigation.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training and performance management.

**Ability to:**

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and performance management.

Provide consultation on the fire code and develop effective working relationships with professional groups including building owners, maintenance personnel, architects and design engineers, fire and building service officials and other state, county local and federal agencies.

Respond to emergency situations as needed.

Use appropriate Personal Protection Equipment (PPE) including self-contained breathing apparatus (SCBA) while performing tasks in environment that may be dangerous to life.

Assist with the preparation and administration of large and complex budgets.

Analyze problems and situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate and use interpersonal skills to effectively interact with coworkers, management, the general public, contractors and other stakeholders, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a typical office environment and use standard office equipment such as - computer, telephone, fax, copier and two way radio.

This position must be available to work occasional weekends and after-hour events if required and is subject to recall after hours for fire investigations.

While most work is performed in a normal officer environment, some work is performed away from the office environment conducting on site fire prevention inspections, responding to emergencies as needed, and may be subject to personal danger. Some exposure to dirt, dust, pollen, odors, wetness, rain, fumes, temperature and noise extremes, hazardous materials, and pathogenic substances.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range, per DMV requirements.

All applicants may be required to pass a thorough medical examination which may include, but not limited to, a physical agility test prior to appointment and for continuing employment.

Employee must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.

All licenses and certifications required to be kept current and maintained for continued employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*