

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 735

FIRE MARSHAL

GENERAL

The Fire Marshal is the principal enforcing officer of the Fire codes. Skilled, technical, supervisory position involved in fire investigation and fire prevention activities.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Plans, directs, and coordinates the work of the Fire Inspectors in all areas, but not limited to, inspections, investigations, public education and plan review.
- Compiles and tracks activity statistics for monthly reports.
- Interprets the fire code as may be necessary for enforcement.
- Reviews building plans involving fire preventive and protective equipment.
- Investigates fires to determine cause.
- Represents the City and Fire Department at County and State meetings, as may be required.
- Presents educational fire programs to interested clubs, organizations and schools.
- Monitors water logistics and makes recommendations, as needed.
- Provides for training of Fire Inspectors.
- Performs other job related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively both orally and in writing.
- Ability to prepare and present reports.
- Knowledge of firefighting tactics and principles prescribed by department policy.
- Knowledge of techniques used in rescue, evacuation, first aid, the protection of exposures, the confinement of fire, the extinguishment and chemistry of fire.
- Knowledge of the science of investigating the origin and cause of fire.
- Knowledge of radiological monitoring and civil defense functions.
- Knowledge of the Fire Prevention Code on a company level.
- Ability to make rapid and sound judgments in combating fire or meeting emergency conditions.
- Ability to supervise personnel, to interpret written policy and to conduct in-station training classes.
- Ability to work with other City departments and public groups.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Considerable experience with the Pompano Beach Fire Department. Must be a Florida State Certified Firefighter and Florida State Certified Fire Inspector pursuant to Florida Statutes 633.34 and 633.081 (2)(9). Must also either hold or be certifiable as a Fire Code Official pursuant to South Florida Building Code Section 201.7(A).

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Sedentary work when performing administrative functions to physical work with the ability to perform frequent heavy lifting over 50 lbs. and occasionally up to 100 lbs. at the sites. Work involves climbing, kneeling, balancing, crouching, standing, walking, pushing, pulling and grasping. The noise level in this environment can be loud at inspection sites. Exposure to hazards, such as extreme heat/cold, machinery, electricity, chemicals, fumes, gases, odors, sewage, dusts and adverse weather conditions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record. State Certified Firefighter, EMT or paramedic. EVOC, CPR or ACLS, HAZMAT, 1st Responder instructional techniques for company officers, fire codes and prevention.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev. 12/2016

Bargaining Unit: Non-Bargaining

FLSA: Non-Exempt

Classification: 34/41

Location: Fire Department

GERS: Regular Class