



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:	<b>104.20</b>	Effective Date:	06-01-2011
		Revision Dates:	
Section:	<b>Organizational Information</b>		
Subject:	<b>JOB DESCRIPTION – ASSISTANT CHIEF/FIRE MARSHAL</b>		
By Order of Fire Chief Patrick J. Parker			

## I. Scope

This position assumes the responsibilities of the Chief in the Chief's absence and assists the Chief as necessary in planning, organizing and directing activities of the Grand Traverse Metro Emergency Services Authority (GTMESSA).

## II. General

Performing under the direction of the Chief, this position involves the responsibility for the management, supervision and administration of the Grand Traverse Metro Emergency Services Authority (GTMESSA) Fire Prevention Division which includes fire inspection services, fire and life safety education, plan review, juvenile fire-setter programs and fire/ explosion investigations.

This position also includes responsibility to respond to emergency incidents and assume command functions as necessary.

This is a salaried position requiring a 40 hour work week, subject to call back at any time with no overtime.

## III. Essential Functions

- A. Provide supervision and evaluation of employees.
- B. Administer the enforcement of the fire prevention ordinances of the municipal jurisdictions within the Grand Traverse Metro Emergency Services Authority.
- C. Research, development and enforcement of department policies, rules and regulations.
- D. Maintain records and inventories of occupancies within the jurisdiction.
- E. Coordinates and conducts investigations of fires and explosions within the jurisdiction including preparing criminal cases for prosecution.
- F. Coordinates with other local, state and federal agencies in fire investigations when needed and necessary.
- G. Works closely with Operations Assistant Chief to identify target hazards and provide training to operations personnel of target hazards. H. Prepare and submit reports and budgets.
- I. Develops and directs implementation of fire, life safety and injury prevention programs.
- J. Performs and supervises plan review services which require the ability to interpret plans, blueprints, and complex technical documents.
- K. Works closely with local agencies/ municipalities for the implementation of fire code requirements during the planning and construction of new developments within the jurisdiction.
- L. Respond to emergencies and perform command functions as needed.
- M. Responsible for inventory assigned the Division.
- N. Perform other duties as directed by the Fire Chief.

#### **IV. Required Minimum Qualifications**

- A. Michigan FFTC Firefighter Level I & II, Hazardous Materials Operations Level, Emergency Driving, Fire Officer III.
- B. Shall meet the minimum physical and mental requirements as denoted in NFPA 1582 and as determined by the fire department physician.
- C. Unrestricted Michigan Driver's License.
- D. Minimum State of Michigan licensure to the Medical First Responder level.
- E. State of Michigan Certified Fire Inspector.
- F. N.F.P.A. and/or I.C.C. Inspector I and II.
- G. N.F.P.A. and/or I.C.C. Certified Fire Plan Examiner.
- H. Minimum of an Associates of Science Degree in Fire Science, Fire Administration, Business Administration or Public Administration or other related discipline, from an accredited college or university.
- I. Michigan State Police or National Fire Academy 80 hour Origin and Cause course or National Fire Academy Fire/Arson Origin and Cause Investigations.
- J. Minimum of 10 years tactical experience in a combination or full time department.
- K. Prior experience administering and performing fire prevention bureau duties.
- L. Must be thoroughly familiar with and be able to initiate and manage an incident according to National Incident Management System (NIMS).
- M. Or any combination of education, experience and training as may be acceptable to the Grand Traverse Metro Emergency Services Authority (GTMESSA).

#### **V. Desired Qualifications**

- A. Completion of subject matter classes to allow the review, inspection and approval of all types fire suppression and alarm systems.
- B. Thoroughly familiar with construction trade methods.
- C. Completion of National Fire Academy Executive Fire Officer Program or Commission on Fire Accreditation International Chief Fire Officer credentialing.

#### **VI. General Prerequisite Knowledge**

- A. Current national and international trends and developments related to fire service organization, management, fire prevention and administrative principles.
- B. Public and private organizations that support the fire and emergency services and the functions of each.

#### **VII. General Prerequisite Skill**

The ability to use evaluative methods, analyze data, communicate verbally and in writing, to carry out the functions of the position and the goals and objectives of the department.

#### **VIII. Administrative**

Establish personnel assignments to maximize efficiency, given the knowledge, training, and experience of the personnel available, in accordance with jurisdictional requirements.

- A. Requisite Knowledge. Minimum staffing requirements, available human resources and jurisdictional requirements.

- B. Requisite Skills. The ability to relate interpersonally and to communicate orally and in writing.

Establish a strategic and operational plan, given organizational goals and objectives, legal requirements, and available resources, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources.

- A. Requisite Knowledge. Organizational structure, legal requirements, organizational mission, fundamental strategic planning processes, organizational staffing, roles, and responsibilities, stakeholder relationships.
- B. Requisite Skills. The ability to communicate in writing and orally: ability to consolidate information and data from a variety of sources for short and long term planning purposes: ability to forecast staffing, capital, and budgetary needs to support the roles and responsibilities of Fire Marshal: ability to establish and organizational structure, to include both existing and future staffing positions, to implement the roles and responsibilities of Fire Marshal consistent with the overall organizational structure; and ability to integrate relationships, functions and needs of stakeholders.

## **IX. Risk Management**

Evaluate target risks and emergency incident data, given community profile levels of protection, occupancy types, and percent of responses by occupancy type, perspectives of risk, and available data and information including loss, so that a community risk profile can be developed based on an acceptable level of risk.

- A. Requisite Knowledge. Occupancy types, levels of protection, emergency response capability, loss history and the unique hazards associated with the community.
- B. Requisite Skills. The ability to compare hazards, probability of occurrence, and the consequence to established risks and to rank those risks based on the effect to and in the community.

Integrate the risk management solutions with the community stakeholders, given interface with community individuals and organizations, so that the risk management solutions can be used for community planning, development and implementation.

- A. Requisite Knowledge. Role and responsibilities of community stakeholders and how the risk management solutions affect those stakeholders.
- B. Requisite Skills. The ability to recognize the applicability of the risk management solutions to the roles and responsibilities to the other community stakeholders.

Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public information or fire safety code is facilitated.

- A. Requisite Knowledge. Applicable codes, standards and jurisdictional requirements and their development process.
- B. Requisite Skills. The ability to use evaluative methods, to use consensus building techniques, to communicate orally and in writing and to organize plans.

## **X. Community Relations**

Develop relationships with community groups, given a description of local groups and organizational policies for relationships, attendance at community meetings and participation at community events, so that a schedule is established for ongoing contacts.

- A. Requisite Knowledge. Community demographics, formal and informal community leaders, community groups, community and civic issues, effective customer service methods and organizational policies for community relations.
- B. Requisite Skills. The ability to effectively communicate in writing and orally.

## **XI. Human Resource/ Professional Development Management**

Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policy and procedures.

A. Requisite Knowledge. Minimum staffing requirements, available human resources, and policies and procedures.

B. Requisite Skills. Ability to relate interpersonally and to communicate in writing and orally.

Evaluate organization and individual professional development needs, given organizational goals, objectives and jurisdictional requirements, so that professional development needs are identified and prioritized.

A. Requisite Knowledge. Needs analysis, task analysis, and development of job performance requirements, organizational goals and objectives, jurisdictional requirements, lesson planning, instructional methods, characteristics of adult learners, instructional media, curriculum development and development of evaluation instruments.

B. Requisite Skills. Conducting research, facilitating committee meetings and needs and task analysis; organizing information into functional groupings and interpreting data.

## **XII. Regulatory Programs**

Manage a process for the adoption, modification and maintenance of codes, standards, and jurisdictional requirements, given fire loss data and/or demonstrated need or deficiency; so that the code, standard or jurisdictional requirement is written and addresses the identified need or deficiency.

A. Requisite Knowledge. Applicable jurisdictional requirements; applicable legal and administrative processes in the jurisdiction for the adoption and modification of codes, standards and jurisdictional requirements; statistical analysis; model codes and standards development process; and identified facts, trends and high risk areas.

B. Requisite Skills. The ability to apply the required knowledge to the organizational jurisdictional requirements; to apply the required knowledge to the codes, standards and jurisdictional requirements development and modification process; and to apply statistical analysis to a problem.

Manage a process for conducting compliance inspections, given applicable codes, standards and jurisdictional requirements and/or an identified issue, so that the applicable codes, standards and jurisdictional requirements are identified, deficiencies are identified and documented and compliance determined.

A. Requisite Knowledge. All applicable codes, standards and jurisdictional requirements; administratively implement documents and methods; and technological tools to aid compliance inspections.

B. Requisite Skills. The ability to develop jurisdictional requirements for the administration of the inspection functions and programs.

Manage a process for plan reviews, given the policies of the jurisdiction requiring plan reviews, so that the requirements for plan reviews are completed in accordance with the policies of the jurisdiction.

A. Requisite Knowledge. All applicable codes, standards and jurisdictional requirements; workflow processes of the jurisdiction; and technological tools for the plan review process.

B. Requisite Skills. The ability to develop jurisdictional requirements for the administration of the plan review functions and program to assign tasks.

Manage an appeals process, given the codes, standards, and jurisdictional, so that appeals can be resolved in compliance with the intent of the applicable codes, standards and jurisdictional requirements.

A. Requisite Knowledge. Administrative and legal processes for managing appeals.

B. Requisite Skills. The ability to effectively manage appeals in conformance with the applicable codes, standards, and jurisdictional requirements.

Manage a process for administering, evaluating, and issuing permits, licenses, and/or certificates of fitness, given the applicable jurisdictional requirements, so that applicable codes, standards, and jurisdictional requirements are met.

- A. Requisite Knowledge. Legal processes for managing permits, licenses, and/or certificates of fitness.
- B. Requisite Skills. The ability to manage permit applications in conformance with the applicable codes, standards and jurisdictional requirements.

Manage the compliance interpretation process for prescriptive codes, standards and jurisdictional requirements, given complex issues related to codes, standards, and jurisdictional requirements, so that a resolution of the issue meets the intent of the prescriptive codes, standards and jurisdictional requirements.

- A. Requisite Knowledge. Applicable codes, standards and jurisdictional requirements, administrative and legal considerations of compliance interpretations.
- B. Requisite Skills. The ability to evaluate prescriptive codes, standards, and jurisdictional requirements.

Manage the process for reconciling complaints, given a report of a situation or condition, so that complaints are resolved and appropriate action is taken.

- A. Requisite Knowledge. Applicable codes, standards, and jurisdictional requirements and administrative and legal considerations for managing and resolving complaints.
- B. Requisite Skills. The ability to evaluate and resolve complaints through use of the appropriate legal and administrative requirements.

### **XIII. Fire and Life Safety Education.**

Develop a comprehensive organizational public fire and life safety education strategy, given a systematic planning process and relevant information, so that program goals, design, resources, implementation and evaluation methods are included.

- A. Requisite Knowledge. Public fire and life safety education issues, program administration issues, community concerns, available community resources, and cost benefit analysis methods.
- B. Requisite Skills. The ability to design program strategy, selects program components, and interacts with community groups, partnerships and collaborative efforts.

Create a collaborative fire and life safety education partnership, given a description of local community groups, a list of fire and injury priorities, and organizational policies for community partnerships, so that a specific fire or injury priority is mitigated by the partnership.

- A. Requisite Knowledge. Potential community partners with shared concerns and resources and team development dynamics.
- B. Requisite Skills. The ability to facilitate meetings, motivate partners to achieve goals, and manage and maintain teamwork.

Create an awareness campaign within the organization, given identified public fire and life safety education goals and policies, so that all members are informed of their role within the organizations fire and life safety strategy.

- A. Requisite Knowledge. Organizational mission statement, communication systems, goals, policies, and educational strategy.
- B. Requisite Skills. The ability to create an awareness campaign, disseminate information internally and implement market strategy.

Evaluate fire and safety programs, given data to indicate risk reduction and loss reduction, so that measurable interpretation of educational efforts can be reported.

- A. Requisite Knowledge. Evaluation instruments, learning objectives, testing policies, survey policies, and procedures.
- B. Requisite Skills. The ability to apply evaluation practices and procedures.

#### **XIV. Investigation**

Administer applicable codes, standards, and jurisdictional requirements for investigations, given applicable codes, standards and jurisdictional requirements for investigations, so that investigators are knowledgeable and operate within the organizational policies.

- A. Requisite Knowledge. Local, state and federal laws; investigation methodology; applicable codes, standards and jurisdictional requirements to conduct investigations.
- B. Requisite Skills. The ability to manage the investigative process and evaluate the results.

Review and assess investigation reports and data to be submitted in anticipation of litigation or resolution, given details of an investigation including evidence collected, reports, scene sketches, photographs, or other related information, and data relevant to the investigation, so that complete, accurate documents are submitted for possible legal action.

- A. Requisite Knowledge. Local, state and federal laws related to investigation, codes standards and jurisdictional requirements, and other pertinent references.
- B. Requisite Skills. The ability to write technical reports and compile and analyze investigative data.

Conduct investigative analysis given reports compiled from investigation data, to recommend action so that fire prevention and other programs can be enhanced.

- A. Requisite Knowledge. Oral and written communication and statistical analysis.
- B. Requisite Skills. The ability to write technical reports and evaluate data.

Develop and manage a comprehensive investigation program given reference materials and laws related to investigations, including due process, so that legal mandates are met and jurisdictional requirements are formulated for required investigations that are consistent, complete and safe.

- A. Requisite Knowledge. Technical writing and procedure/policy formatting, policy issues, laws and legal aspects of investigations, and codes, standards, and jurisdictional requirements.
- B. Requisite Skills. The ability to communicate both orally and in writing.

#### **XV. Emergency Service Delivery**

This duty involves managing multi-agency planning, deployment, and operations, according to the following job performance requirements.

Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the assignment and placement of the resources are designated in order to mitigate the incident.

- A. Requisite Knowledge. Policies and procedures, resources, capabilities, roles, responsibilities and authority of support agencies.
- B. Requisite Skills. The ability to use evaluative methods, to delegate authority, to communicate verbally and in writing, and to organize.