

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FIRE PREVENTION SUPERVISOR

Department: Fire Rescue
Pay Grade: 111
FLSA Status: Exempt
Job Class: 5082
Risk Code: 7704

JOB SUMMARY

Responsible for supervising the day-to-day operations of all inspections and plans review staff, the coordination and assignment of workloads, and providing training to staff in compliance with the established standards.

ESSENTIAL JOB FUNCTIONS

- Provides a positive example for staff under their leadership regarding work ethic, attitude, professional demeanor, and uphold the values and mission of the department and BOCC.
- Provides written and oral interpretation of fire codes in response to customers, permits, and other department stakeholders.
- Coordinates the daily workload of fire inspections and plans review to achieve department goals. Participates as needed in these activities in order to accomplish daily needs.
- Creates, develops, and conducts training for fire prevention staff, fire department members, and the public.
- Supervises the monthly and quarterly training requirements to meet the Insurance Services Office requirements.
- Communicates with contractors, engineers, and architects on projects regarding plans review and inspection process
- Utilizes discretion and authority to implement decisions which directly involve the core responsibilities of the Prevention Division and relating to matters of significance.
- Reviews and evaluates routine and detailed building plans, site plans, and fire protection system plans in terms of fire code and building code life safety criteria.
- Assists with various aspects of the overall Countywide Insurance Services Office rating. Duties may include the management of fire pump testing, hose testing, hydrant testing, and preplans.
- Supervises the Youth Fire Setting Intervention program and serves as the lead instructor and program development director.

- Inspects construction sites and evaluates complex systems and/or devices required for fire and life safety within buildings or at specialized facilities.
- Inspects and evaluates public, commercial, and residential structures to ensure compliance with jurisdiction, state, and federal fire codes and ordinances and review plans for compliance with fire codes.
- Identifies corrective actions that must be made in order to bring properties into compliance with applicable fire codes, laws, regulations, and standards and recommends modifications to jurisdiction's fire codes.
- Issues notices of corrective action as required and cooperate with stakeholders to assist them in coming into compliance with the code.
- Participates in the on-call fire investigation program.
- Provides highly skilled technical consultative assistance to architects, engineers, builders, developers, and owners addressing code related needs or deficiencies pertaining to fire protection.
- Evaluates new building methods and materials to recommend methods for improving fire protection through promulgation and adoption of codes, changing of procedures and practices, and acquisition of fire equipment and supplies to be used by the Department in suppression and incident control.
- Provides highly skilled on-scene technical support and information on property fire protection features, equipment, or devices and structural conditions or hazards to command officers during major fires, hazardous materials incidents, or complicated or unusual rescue or emergency incidents.
- Provides highly skilled technical assistance and advice relating to application, enforcement, and interpretation of codes and standards relating to fire protection to Fire Department members and other code enforcement personnel.
- Provides highly skilled technical assistance to the Fire Marshal and Fire Chief.
- Serves as the fire department primary member on the Staff Review Meetings for development. Incumbent, serves as the alternate for the Fire Marshal on the Development Review Committee meetings, representing the fire department. Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Required to respond to many different incidents such as residential structure fires, commercial structure fires, wildland fire, etc. to conduct origin and cause investigation. Response will include being on scene of active fires and assisting the incident commander during fire scenes
- Required to utilize PPE including particulate masks, air masks, and breathing apparatus while working at fire scenes
- Required to actively utilize tools and equipment to dig and remove fire debris of active fire scenes. Removal of fire debris includes the active removal of item in order to recreate the fire scene.
- May be required to render emergency medical care upon arrival at emergency scenes.
- May be required to respond to other specialized calls in order to provide subject matter knowledge on active scenes pertaining to building construction, occupancy, or other items.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising three to seven employees with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Fire Science, Fire Prevention, or related field or equivalent; and five (5) years' experience as a Florida state-certified Fire Inspector; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Florida State Certified Fire Safety Inspector I and Florida State Certified Fire Inspector II.
- Florida Fire Service Instructor.
- Florida State EMT or Paramedic Certification required.
- Florida State Certified Fire Investigator required
- Fire Code Administrator preferred.
- Nationally Certified Fire and Explosive Investigator (NAFI) or Nationally Certified Fire Investigator (IAAI) preferred
- Advanced education classes such as Evaluating Performance Based Designs and Juvenile Fire Setter Intervention Classes are preferred.

Knowledge, Skills, and Abilities:

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to legibly write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from staff, customers, executive management, public boards, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra, geometry, and trigonometry.

Problem-Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs for the training of division staff.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, or complex scientific/technical systems.

Specialized Skills and Abilities

- Knowledge of fire prevention, fire protection systems, and building construction methods.
- Ability to read and interpret fire codes, ordinances, building codes, plans, and specifications.
- Ability to plan, develop and teach education materials and presentations for fire prevention, fire suppression, and public.
- Ability to communicate effectively, tactfully, and courteously with individuals and professionals in adverse situations.
- Ability to perform computer data entry using multiple software systems and Windows applications.
- Ability to effectively organize, direct, and accomplish tasks assigned to fire inspectors.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee is frequently required to stand, walk, or sit; to use hands to handle or feel.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives, risk of radiation, and vibration.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

***E.O.E.** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*