

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

REVISED: 08/18/16

TITLE: Chain of Command

POLICY: # 104

APPLIES TO: All Personnel

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Deputy Chief / Fire Marshal

Identification

Position Title: Deputy Chief / Fire Marshal
Immediate Supervisor: Fire Chief

Job Summary

Includes inspection of new and existing structures, plan review, code enforcement, fire investigations, and oversee public relations activity. Shall be a member of the general staff and will assist in the administration according to the District Policy.

Minimum Requirements

- Firefighter I and II - Missouri and/or International Fire Service Accreditation Congress (IFSAC) Certified
- Fire Officer I and II – Missouri and/or IFSAC Certified
- Fire Inspector - Missouri and/or IFSAC Certified
- Fire Investigator - Missouri and/or IFSAC Certified
- NIMS ICS Training
- EMT
- Missouri driver’s license (out-of-state applicants must obtain within 180 days of hiring)
- Must establish Fire District residency within ninety (90) days upon completion of the ninety 90-day probationary period.

Duties and Responsibilities

- Shall be the chief enforcement officer for the enforcement of codes, ordinances and regulations of the District and shall have the power to sign complaints before any court or other proper authority for the violation of any District code, ordinance or regulations.
- Shall serve under the direction of the Fire Chief.
- Performs all other related duties as assigned by the Fire Chief.
- Shall attend all Officers’ Meetings and report on activities of the Fire Prevention Bureau and any problems in relation to Fire Prevention and Fire Investigation.
- Shall be responsible for plan review of any construction within the Fire District to ascertain that buildings are to be erected in accordance with Fire District adopted codes and ordinances.
- Shall upon reviewing and approving building plans, keep records of all permits written, permits issued and fees collected.

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- Shall inspect, or direct to be inspected, all public commercial buildings and occupancies to ascertain compliance to all appropriate building, fire prevention and life safety codes.
Shall be in charge of the Fire Prevention Bureau and shall supervise the dissemination of the public information of Fire Safety and Fire Prevention.
Shall recommend to the Fire Chief the appointment of Inspectors and assign duties to and supervise any such Inspectors that are appointed. Shall work closely with the Training Officer in forming a training program for firefighters in inspection and fire prevention.
- Shall cause to be prepared, preplans of buildings in the District that provide conditions that would be hazardous to the general public and firefighters in time of emergency.
- Shall be responsible for making routine rough and final inspections of new construction in the District to ensure that such construction is according to code and approved plans.
- Responds to, as well as serves as Incident Commander for, significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents, as prescribed in the District's Duty Chief Policy.
- Serves as a member of the District's management team in the recommendation, development, and administration of policies, procedures, and District budget.
- In the absence or incapacitation, for any reason, of the Assistant Chief or designee, the Fire Marshal shall assume control of the Fire District and perform duties and exercise the power incidental of the office of the Chief in such order or presence as may be indicated.

Skills, Knowledge, and Abilities

- Skills in modern fire suppression and emergency medical service activities, rescue operations, hazardous materials, fire prevention and education, incident command, apparatus maintenance, leadership and management.
- Skills in the operation of modern fire and emergency medical service equipment and apparatus.
- Skills in leadership, human behavior, written and oral communications, community relations, motivational techniques, management and incident command.
- Knowledge of District Standard Operating Procedures, Policies, conduct, record keeping, street locations, hydrant systems, water distribution systems, District, city and county codes, rules and regulations.
- Knowledge of management principles, leadership styles, and administrative procedures.
- Ability to follow verbal and written orders, communicate effectively, and make immediate and informed decisions during emergency incidents.
- Ability to interact professionally with subordinates, superiors, public and outside associates in a positive manner.

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- Ability to utilize computers and modern technology associated with the operations of the District.
- Ability to prepare budget for segments within the Fire Marshal's office
- Ability to perform all physical tasks necessary to complete all of the above duties in both emergency and non-emergency situations.