CLASSIFICATION TITLE: ASSISTANT FIRE MARSHAL

BARGAINING UNIT: FIRE BARGAINING CODE NUMBER: 8130
PAY RANGE CODE: 2 UF REVISION DATE: 2/28/19

NATURE OF WORK

This is supervisory work assisting in the direction of the Fire Prevention Division. Work involves the responsibility for directing and coordinating the work of a clerical staff and a staff of sworn personnel engaged in inspections to detect fire hazards. An incumbent in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class.)

- Inspects and/or oversees the inspection of buildings for fire prevention/hazardous materials code violations or hazards, including inspecting and testing fire protection systems for operational use.
- Prepares and/or oversees the preparation of correspondence and reports for completed inspections, maintains records of inspections, conducts follow-up inspections to ensure variances are brought into compliance, and participates in legal proceedings as necessary.
- Assigns or allocates personnel to ensure the enforcement of the city’s Fire Prevention Code and to accomplish the department’s public education goals.
- Observes subordinate personnel to assess training needs. Conducts formal or informal counseling sessions with subordinates to discuss performance.
- Implements and explains the policies, rules, and regulations that govern the activities of department personnel.
- Plans, develops, conducts, and evaluates training sessions to ensure all subordinate personnel are properly trained to carry out assigned duties.
- Reviews, completes, files, distributes, forwards, and records information in logs, forms, and reports.
- Communicates with department personnel and individuals from other agencies to accomplish work objectives and discuss issues of mutual concern.
Provides input into budget planning and preparation, resources, and services needed for work unit operations, and monitoring budgetary expenditures.

Oversees, develops, conducts and/or evaluates fire prevention and other educational programs for members of the public.

Coordinates and monitors the Risk Reduction Zone Program (e.g. assembly inspections, smoke detector requests, public education events, and pre-fire plans) with Fire Suppression to ensure that activities are being completed in a timely manner, documentation is prepared properly, and follows-up on major violations.

Participates in training sessions and classes to enhance job-related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental policies and procedures.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, COGNITIVE ABILITIES, PHYSICAL ATTRIBUTES, AND PERSONAL CHARACTERISTICS

Knowledge of the laws and ordinances regarding fire prevention as they pertain to the Omaha Fire Department.

Knowledge of the practices and techniques of fire prevention, including inspection procedures and methods of eliminating hazardous conditions.

Knowledge of the principles and techniques of building construction and maintenance.

Knowledge of the safety regulations applicable to the Fire Department.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks. Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to comprehend and at all times adhere to the Firefighter Code of Ethics and the overall mission of the Omaha Fire Department.

Ability to treat co-workers, subordinates, and the public fairly and honestly.

Ability to meet with victims, relatives and friends of victims, and members of the public to calm them or to gain or impart information.
Ability to communicate effectively orally and visually, and to read, comprehend, and write the English language at the eleventh grade level.

Ability to read and interpret building blueprints.

Ability to understand written and oral instructions.

Ability to bend, squat, or stand from 26 to 50% of the time; to reach, stoop, walk, and lift from 26 to 50% of the time; and to climb, balance, kneel, crouch, crawl, push, pull, and type from 0 to 25% of the time.

Ability to sit most of the time, occasionally standing and walking, using up to ten (10) pounds of force occasionally and a lesser amount of force frequently or constantly to lift, carry, push, or pull to move objects.

**EDUCATION AND EXPERIENCE** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent, supplemented by special training in firefighting and fire prevention techniques

AND

Eight (8) years of firefighting experience as a sworn fire officer with the Omaha Fire Department, one (1) of which must have been as a Fire Captain.

**SPECIAL QUALIFICATIONS**

Must possess a valid motor vehicle operator's license.

**WORKING CONDITIONS**

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise.

**EQUIPMENT OPERATION** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

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Attachment “A”

FIREFIGHTER’S CODE OF ETHICS

As a Firefighter, my fundamental duty is to serve mankind; to safeguard lives and property; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. I will perform my duties without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...fire prevention and suppression.

Approved: 3-31-94
5-25-00
6-28-07
8-30-07