

CITY OF OMAHA CLASS SPECIFICATION

No. 8130

ASSISTANT FIRE MARSHAL

NATURE OF WORK

This is supervisory work assisting in the direction of the Fire Prevention Bureau. 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 of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Supervises and coordinates the residential inspection program in the fire districts.

Supervises and participates in fire prevention inspections made as the result of applications for permits issued by the Fire Department.

Supervises the processing of information concerning fire hazards, including completing after action reports arising from complaints and requests.

Reviews blueprints of buildings to ensure that the buildings comply with fire ordinances.

Instructs fire department sworn personnel in fire prevention related topics to members of schools and other interested groups.

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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.

Ability to read and apply the fire codes to blue prints submitted for building permits.

Ability to locate, diagnose, and analyze existing potential hazardous conditions in buildings and other installations.

Ability to understand written or 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.)

A high school diploma or its equivalent, supplemented by special training in fire fighting and fire prevention techniques

AND

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

SPECIAL QUALIFICATIONS

Must possess a valid class "O" 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.)

Departmental Manuals
Reference Books
Tape Measure

State and Local Manuals
Telephone
Writing and Drawing Utensils

Code Books
Calculator
Automobile

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

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 and 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 feeling, 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.