

## FIRE MARSHAL ASSISTANT

G62140

### DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction, assists the State Fire Marshal in the enforcement of all laws relating to the prevention of fires; suppression of arson, natural gas and propane pipeline safety, and underground storage tanks; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, coordinates, and controls the Fire Marshal's office operations/programs to establish operational priorities, to coordinate these operations with other functions within the agency, and to ensure program objectives and standards are established and attained and are congruent with overall goals.

Determines and requests/submits staff, material, and equipment needs for the agency's operations/programs to contribute to the formulation and justification of budgetary requests

Develops performance evaluation standards and procedures to provide information to the subordinate staff on the expectations of individual work performance and to ensure complete and objective appraisal of a subordinate's performance.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve efficiency the effectiveness of the agency.

Develops and directs the implementation of operational plans pertinent to the agency's operations and programs to ensure the establishment of appropriate goals and the development of action steps to achieve those goals.

Confers with the Fire Marshal to discuss and solve agency-wide problems and/or issues that impair the effectiveness and efficiency of the programs and organizational operations.

Trains and directs the training of the pipeline, health care, underground storage tank, plans and safety divisions to maintain or improve production levels of the employees.

Advises local law enforcement or fire departments to assist them with investigations and to solve their problems. Reviews hospital and nursing home inspections and surveys to determine if waivers are appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: agency programs, functions, policies, processes, procedures, communication channels, and objectives as they relate to assigned responsibilities; the inter-relationships among the various operations; federal and State laws and regulations, and other relevant guidelines; the principles and practices of administration including planning, organizing, staffing and controlling; personnel management practices; the principles and techniques of budgeting, accounting, public relations, and research; the trends, techniques and methods of public administration as they relate to analyzing and resolving problems and issues which impact agency operations.

Skill in: planning, organizing, coordinating, and controlling complex program operations; analyzing operational needs and developing, policies, procedures, and statutes; preparing and presenting budgets; developing performance standards, conducting evaluations, and providing constructive feedback; developing and implementing operational plans, including establishing goals, timelines, and action steps; facilitating problem-solving and recommending solutions; designing and implementing training programs for specialized regulatory and safety; reviewing inspection reports and applying criteria to determine compliance.

Ability to: develop and initiate proposals of administrative action for solving operational problems; implement objectives and performance of goals; assess staff progress toward achievement of objectives and adherence to standards; interact with and gain the cooperation of supervisors, employees, government officials, and the public to maintain effective working relationships; advise and guide representatives of other agencies, government officials and other staff in solving problems; develop program objectives, performance goals, and work priorities. motivate, coordinate, and direct the work of subordinate staff; understand and support management goals as they affect short-range and long-range operations; analyze organizational and operational problems and develop timely and economical solutions; represent the agency and its programs within and without the agency and to gain support for agency goals and objectives; apply the principles, techniques, and concepts of administration in meeting the operating needs of the agency; interpret and apply State and federal laws, rules, policies, standards, and legal decisions to the State Fire Marshal operation.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, public administration, organizational management and three years of experience in fire service, fire investigation, or public safety regulation. OR seven years of experience in a related field. Any equivalent combination of education and experience will be considered.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

NONE

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 12/78

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

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The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Last revised 07/2006	Moved to new format	10/2024
KSA's	Added skills section	4/2026
Minimum Qualifications	Updated the MQ's	4/2026