

DESCRIPTION: Under limited supervision; plans, organizes, directs, and controls the fire prevention and arson suppression programs in their areas to include the investigation of the cause, origin, and circumstances of fires and the inspection of buildings and facilities; 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, assigns, directs, and controls the work activities of subordinate staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of unit and technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information on and/or explain work policies, procedures, and guidelines and to identify the characteristics and impact of and formulate possible solutions to work-related problems.

Trains subordinate staff in the principles, practices, policies, and/or procedures of investigation and inspection to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Reviews and compares work performance of subordinate staff with established standards to determine employee production levels and training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Reviews fire safety plans and specifications for new construction and remodeling to ensure compliance with established fire safety standards.

Advises local law enforcement agencies and fire departments to assist them with investigations and provide technical assistance.

Disseminates fire prevention information to schools, fire departments, institutions and the public to provide them with current state of the art information to get their feedback, and create goodwill.

Complies with superior officers directions to respond to any type of emergency.

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

Knowledge of: Federal, State, and local government inspection and survey procedures; the scope and impact of the investigation and inspection programs and their relationship to programs and agency units; the organizational structure, functions, policies, and standards of the agency; management principles and practices; source material and guidelines for resolving problems not covered by agency precedent or policy; state fire and pipeline laws, codes, and regulations; investigation and inspection procedures; reporting methods and procedures; storage, sale and use of flammable liquids, combustibles, and explosives; electrical wiring and heating equipment; structural safeguards; design, construction, location, installation, and operation of equipment for storing, handling, and utilizing liquefied petroleum gases; basic law enforcement.

Ability to: apply required knowledge to complete fire and arson investigations and fire prevention inspections; write complete, accurate, concise reports, determine causes of fire and explosions; understand and support management policies and procedures that impact on established short and long term goals; develop and evaluate options and plans of administrative action for solving organizational and operational problems; coordinate administrative/program operations and activities; develop and implement program objectives and performance goals; assess staff progress toward achievement of program objectives and adherence to established standards; establish and maintain good working relationships with public officials, private business representatives, and the general public.

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

Experience as an active member of an organized fire department or work in fire prevention or inspection work.

OR

Experience working with the bulk storage of aboveground and underground flammable/combustible liquids or underground natural gas transmission and distribution pipelines. Prior supervisory experience.

SPECIAL NOTES: Some positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

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).