

Position Code: 7380	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to oversee fire inspection, investigation and prevention programs and supervise staff performing skilled technical work in the areas of fire investigation, fire inspection, fire prevention, and fire/life safety. The job class is responsible for overseeing code compliance, investigations, inspections, public information, training, public safety, and other fire or safety duties. The job class is responsible for responding to fires or other emergency situations, extinguishing fires, rescue, providing emergency medical services (EMS), conducting investigations, and related follow-up. The job class works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Oversees fire inspection, investigation, and prevention programs and activities; directs operations in support of department objectives.
- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Coordinates with elected and appointed officials, other departments, and the public sector to develop long range objectives, plans, and programs for acquisitions and improvements to meet identified protective service needs.
- Interprets fire and building codes in response to inquiries from architects, engineers, contractors and the general public; reviews plans, specifications, modification requests, or other issues.
- Assists senior management with development of department goals, objectives, policy and procedures.
- Oversees and/or conducts fire and safety inspections of new and existing buildings, structures, facilities, or equipment; conducts fire investigation to determine causes.
- Oversee and/or conducts investigations of serious hazardous situations including fires, environmental crimes, explosive devices, etc. to determine causes and identify any criminality; questions witnesses, suspects, or informants, gathers evidence, may take part in criminal investigations or court actions.
- Oversees and/or conducts fire prevention program through inspection, advising the public, and presentations; conducts fire safety and other training programs.
- Conducts ongoing functional evaluation program to identify deficiencies; reviews studies, reports, and other documentation, and confers with staff to coordinate and implement policy or procedural changes and improvements.
- Consults or cooperates with other investigative agencies in criminal or legal processes such as collecting evidence, interviewing witnesses, or testifying in court.
- Monitors federal, state, regional and local laws, rules, codes and policies, emerging technologies, and other factors to develop supportive division policy and procedures.
- Performs administrative duties such as preparing budgets, overseeing communications systems, purchasing, personnel, correspondence, and other; serves on or chairs boards or committees.
- Gathers and maintains information to support periodic and special reports documenting fire investigation and inspection activities and events.
- Responds to fire or EMS calls; assesses situation and rescues persons from danger.
- Identifies persons requiring immediate care and provides life-saving procedures.
- Fights fires or takes actions to mitigate other situations such as natural disasters, hazardous spills, or other dangerous situations.

- Attends or conducts staff or technical meetings to exchange information; attends, and schedules others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, geometric construction, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in fire science, information systems, or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Must possess or obtain the following certifications: <ul style="list-style-type: none"> • Firefighter II, Virginia Department of Fire Programs • Medical certification as mandated at the time of hire • Hazmat Operations • EVOC, Department of Fire Programs • Fire Inspector 1031, Virginia Department of Fire Programs • CORE module, Virginia Department of Housing and Community Development • Advanced Code Official, Virginia Department of Housing and Community Development • Fire Investigator 1033, Virginia Department of Fire Programs • Special skills or equipment certification such as that required for fire or other inspections or investigations will be required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.