

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Fire Marshal / Deputy Fire Chief  
**FUNCTIONAL AREA:** Fire Department

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### WORK OBJECTIVE:

Highly responsible professional, supervisory, administrative, and technical work involving planning and managing the activities of the Fire Inspection and Suppression Divisions and the Department's comprehensive program of enforcement of prescribed local, state, and federal Fire Safety laws, rules, ordinances & standards, and responding to emergency scenes as needed.

Work involves the application of technical and managerial skills to planning and managing the activities of the Fire Inspection and Suppression Divisions. Duties are performed under the immediate supervision of a Fire Deputy Chief with wide latitude to exercise administrative judgment in accordance with State and Federal requirements and Fire Department and City policies.

### ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops and maintains the City of Coral Springs Fire Code and provides and discusses code interpretation with engineers, architects, consultants, owners, etc.
- Keeps abreast of fire code development and conducts training for Fire Inspectors.
- Develops division policies and procedures, budget and control expenditures and determines community needs for fire safety education programs.
- Supervises fire prevention inspections and develops the City's goals and objectives regarding inspections.
- Advises the general public on inspection results and communicates the plan of action for compliance.
- Provides code interpretation for the inspectors, plan examiners, other departments, and outside customers.
- Develops and maintains the fire database computer program.
- On-call duty (24/7) to respond to incidents, complaints, or assist field operations.
- Approves the development of new building construction, sprinkler systems, fire alarm systems, and other fire protection systems, as well as approving code equivalencies or variances for new construction.
- Provides direction and guidance to the Fire Plans Examiner and Fire Inspectors for processing, reviewing plans and conducting inspections for new construction as well as the Public Safety Education Coordinator in establishing objectives and prioritization for public safety programs.
- Performs related work assignments.

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

Bachelor's degree in fire protection engineering or fire science or related field with five (5) to seven (7) years of experience in fire protection, including two years of fire investigation and two years of fire inspection. Possession of a valid State of Florida Firefighter Certification. Possession of

## **Fire Marshal / Deputy Fire Chief**

a valid State of Florida Fire Safety Inspector Certification with Inspector Instructor certification. Possession of a valid State of Florida Class "D" Driver License with an "E" endorsement; or an equivalent combination of education, training or experience. Must possess and maintain a State of Florida Municipal Fire Safety Inspector's certification.

### **Knowledge, Skills, & Abilities –**

Thorough knowledge of the modern techniques of fire prevention, inspection methods, fire hazards and methods of eliminating hazards, and of ordinances and laws regarding fire prevention and fire safety.

Thorough knowledge of building construction and materials as related to fire prevention and fire safety.

Thorough knowledge of emergency management and planning.

Knowledge of fire department rules, regulations, standard operating procedures and policies.

Knowledge of general business and administrative, budgetary and fiscal, and personnel management practices.

Knowledge of fire protection codes, principles, standards and practices.

Knowledge of fire resistance rating analysis, fire detection, fire alarm systems and fire suppression systems.

Knowledge of water supply requirements and analysis.

Knowledge of fire behavior and dangerous properties of flammable and hazardous substances.

Ability to read and interpret plans and blueprints and to prepare and maintain adequate records, conduct analysis, and write comprehensive reports.

Ability to identify fire hazards and determine acceptable alternatives by applying sound engineering concepts and principles.

Ability to exercise sound judgment and diligence in the interpretation and application of codes, including violations and appropriate remedies.

Ability to prepare and maintain records, conduct analyses, write reports, and make presentations effectively both orally and in writing.

Ability to utilize a personal computer and related software applications including word processing, spreadsheets, and electronic mail.

Ability to develop and maintain effective working relationships with employees, City officials, and the general public, and to deal with public relations effectively, courteously, and tactfully. and custodial tasks with limited supervision.

Ability to read and write English.

Ability to manage multiple assignments/projects.

## **Fire Marshal / Deputy Fire Chief**

### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Some work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.