

## City of Rapid City Job Description

<b>Job Title</b>	Chief Deputy Fire Marshall		
<b>Job Code:</b>	DPFM	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU23	<b>Date Revised:</b>	2/21/2022
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for oversight of all programs in the Fire and Life Safety Division under the Fire Marshall.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Maintains minimum qualifications commensurate with previous position or rank in Operations held prior to promotion. Able to perform duties commensurate with abilities during Emergency Response Operations and may be assigned to an Incident Command System (ICS) position consistent with abilities.
- Supervises the daily activities of the Fire and Life Safety Division and coordinates activities in the absence of the Division Chief – Fire and Life Safety.
- Participates in setting and administering Division goals and objectives.
- Serves as a technical resource for the Fire and Life Safety personnel.
- Assists Division Chief – Fire and Life Safety in reviewing plans for community development and platting land use.
- Reviews plans for special fire protection systems to ensure compliance with applicable codes, laws and standards as adopted by the City of Rapid City.
- Conducts or supervises inspections of projects or occupancies, as deemed by code, ordinance, laws, or standards, occupancies not assigned to the Operations Division and/or on-going construction projects.
- Conducts and/or supervises the investigation of fires to determine the origin and cause.
- Documents, maintains, or supervises the maintenance of files, records of inspections, plan reviews, company inspections, permits issues, investigation reports and review activities as deemed necessary.
- Works closely with architects, developers, owners, and other City regulatory agencies to conduct business related to fire and life safety prevention activities.
- In conjunction with the Training Section Chief, develops a progressive education program for the Fire and Life Safety Division.
- Maintains skills necessary to allow assignment to Operations Division during emergency incidents,
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:****Education and/or Experience:**

Bachelor's degree or equivalent from a four-year college or university and five years related experience.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Completion of Fire Inspector II, Fire Plan Reviewer, and Emergency Medical Technician-B (EMT-B) is required. Completion of the following classes desired: Fire Inspection Principles, Principles of Fire Protection Structures & Systems and Plan Review for Inspections or equivalent combination of education and experience in fire prevention.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places and vibration. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives and risk of radiation. The noise level in the work environment is usually loud.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to stand and sit. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.