

CLASS TITLE: CHIEF DEPUTY FIRE MARSHAL

Class Code: 02258700
Pay Grade: 32A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the State Fire Marshal in the operation of the Division of Fire Safety; to be responsible for coordinating the implementation of state and federal codes, laws, regulations and policies relating to fire safety; to supervise the unit in the absence of the State Fire Marshal; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with wide latitude for the exercise of initiative and independent judgment; work is reviewed for results attained and for conformance to codes, laws, regulations and policies.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews the work of a staff of professional, technical, and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the State Fire Marshal in the operation of the Division of Fire Safety by performing a wide variety of administrative and supervisory duties including all phases of the unit's responsibilities.

To be responsible for coordinating the implementation of the various state and federal fire safety codes, laws, regulations, and policies.

To supervise the unit in the absence of the State Fire Marshal.

To be responsible for fire investigations and to participate in those of a most difficult and complex nature.

To charge and apprehend suspected violators, if necessary.

To carry firearms and other weapons in the course of and in the performance of required duties.

To coordinate the efforts of the unit with those of local, state and federal safety agencies.

To establish, review and participate in training programs designed to increase the knowledge and efficiency of the unit and local fire personnel.

To assist in the preparation of the unit's budget and to be responsible for the implementation of the budget with regard to purchases.

To conduct research in the area of new or existing programs and legislation.

To review documents prepared for criminal court and to testify in court and/or hearings.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, principles and techniques used in fire safety work and the ability to administer a program of fire safety; a thorough knowledge of and the ability to interpret state and federal codes, laws, regulations and policies relating to fire safety; a thorough knowledge of the techniques, methods, and practices of fire investigations; a working knowledge of and skill in the use of firearms; the ability to evaluate and propose programs and legislation relating to fire safety; the ability to supervise, coordinate and train personnel engaged in fire safety work; the ability to establish and maintain effective working relationships with subordinates, fire officials and the public; the ability to conduct studies and prepare reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in an administrative capacity in the areas of fire safety and fire investigation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

Within six months of appointment:

1. Must satisfactorily complete at the Rhode Island Police Training Academy an appropriate course of training in Law Enforcement or must have previously completed a comparable course.
2. Must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of required duties and maintain such qualification requirements as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03