

**CLASS TITLE: EXECUTIVE DIRECTOR (FIRE SAFETY CODE
BOARD OF APPEAL & REVIEW)**

**Class Code: 02183800
Pay Grade: 40A
EO Code: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To attend all Board of Appeal and Review hearings and to write legal decisions to these hearings in accordance with various legal provisions; to represent the Board in all legal matters; to assist the Board in their responsibility to render proper legal interpretations of the code; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chairperson of the Board; work is reviewed for results obtained and conformance to established policies, provisions of the law, rules and regulations.

SUPERVISION EXERCISED: Supervises, plans and reviews the work of administrative and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To attend and moderate all hearings before the Board, writing the legal decisions to these hearings.

To represent the Board in all appropriate state courts in appeals of Board decisions.

To prepare the docket of hearings, schedule variance requests before subcommittees and schedule on-site inspections by the Board.

To prepare, for the Board, legally sound interpretations of the various provisions of the Fire Safety Code in response to requests received from the public and various governmental agencies.

To prepare all summonses issued by the Board and to insure the attendance of necessary expert witnesses.

To coordinate hearing schedules between the Board and applicants in order to minimize unnecessary delays and ensure hearings are conducted in a timely fashion.

To answer correspondence from building owners and government officials in regard to the Board's work.

To prepare the annual budget for the Board.

To coordinate and schedule all on-site inspections with proper subcommittees of the Board and arranging the make-up of such subcommittees so that the proper expertise is available for the particular type of building being inspected.

To oversee the fire safety improvement program for state facilities and to monitor the progress of said program.

To monitor the business operation of the agency including interviewing and hiring of personnel.

To oversee all purchases and billing in relation to the agency.

To negotiate with all vendors relating to services required to operate the agency.

To prepare the annual report of all activities such as hearings, subcommittee meetings, on-site inspections, etc., which is submitted to the Executive Office.

To personally inspect facilities that are scheduled for hearing before the Board so as to better inform the members as to the particular life safety problems existing at the facility when such inspection is requested.

To act as liaison between the various fire departments within the State and the Board.

To act as liaison between the Fire Marshal's Office and the Board.

To prepare legislation in conjunction with the State Fire Marshal's Office to continually update and modernize the State Fire Safety Code.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the pertinent provisions of the State Fire Safety Code and the ability to interpret said provisions; a thorough knowledge of the Administrative Procedures Act; a working knowledge of state and local legislative matters pertaining to codes and ordinances; the ability to represent the Board before various courts; the ability to moderate administrative hearings and to examine and cross-examine witnesses within appropriate legal boundaries; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited law school; and

Experience: Such as may have been gained through: practicing law in the areas of fire code regulations and administrative practices and procedures.

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

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Revised: August 31, 1986

Editorial Review: 3/15/03