

STATE FIRE SAFETY SUPERVISOR

KIND OF WORK

Professional supervisory work regarding fire inspections and investigations in the State Fire Marshall's Office.

NATURE AND PURPOSE

An employee in this class provides supervision to field staff in the inspection of buildings and facilities and/or the investigation of fires plus other related fire/life safety activities. The employee must maintain effective contact and coordinate activities with numerous fire related agencies and organizations and other State departments. Responsibility extends to actually assisting in the accomplishment of inspections and/or investigations on an overload basis or when either is of a particularly difficult or complicated nature. Supervision and direction is received from the State Fire Marshall Assistant Director through informal verbal communication and periodic conferences and staff meetings.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provide supervision to fire inspectors and/or investigators to ensure that all required inspections, investigations and responses to complaints are completed properly and on a timely basis.

Perform related administrative functions such as scheduling, recordkeeping, report preparation, and budget or personnel recommendations so that the activities of the assigned area can be monitored and carried out efficiently.

Assist in development and implementation of in-house training so that employee and division needs are met.

Provide assistance to or coordination with related agencies so that a cohesive state effort in the area of fire/life safety is maintained.

Conduct inspections and/or investigations so that work load is accomplished and quality control is maintained.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of fire and arson laws, rules and NFPA codes.

Thorough knowledge of inspection and investigation practices and procedures.

Considerable knowledge of department and division policies, procedures and functions.

Skill in:

Experience in the preparation of evidence for court proceedings and in providing testimony in court.

Ability to:

Ability to plan, train and supervise employees.

Ability to establish and maintain effective working relationships with staff and clientele.

Ability to effectively communicate orally and in writing.

Est.: 5/76T.C.: 10/78, 4/82
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Former Title(s):