

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Division Chief of Community Risk Reduction

Department: Fire
Pay Grade: FS8
FLSA Status: Exempt
Job Code: FR63

JOB SUMMARY

As the Fire Marshal and administrative leader of the Community Risk Reduction (CRR) Division, this role is instrumental in shaping the fire safety landscape of Roswell. The position entails strategic planning, development, and supervision of all CRR activities, including fire inspection, plan reviews, fire investigation, public education, and related initiatives. As a key member of the Fire Department’s Command Staff, the position reports directly to the Deputy Fire Chief or the Fire Chief, contributing significantly to our vision of becoming a world-class public safety organization.

ESSENTIAL JOB FUNCTIONS

- Lead and manage complex tasks in Community Risk Reduction, including administrative and technical aspects.
- Deliver outstanding service to both internal and external stakeholders, maintaining effective communication.
- Collaborate with diverse groups, including business owners, architects, and city departments, ensuring compliance with fire and life safety codes.
- Facilitate alignment of all operations within the CRR Division with the broader strategic direction of the department.
- Administer and enforce the laws of the State of Georgia, the rules and regulations adopted by the department, and City rules, regulations, ordinances, or codes.
- Ensure division activities are accomplished in conformance with City and departmental policies and procedures.
- Manage the division’s budget, driving both current and long-term strategic planning.
- Record and oversee all CRR programs, including fire inspection, education, and investigation activities.
- Represent the department in county, State, and national committees, advocating for advanced fire prevention standards.

- Lead, train, and evaluate division staff, fostering a culture of excellence and continuous improvement.
- Analyze performance data to identify trends and opportunities, enhancing service delivery.
- Develop and recommend updates to processes, departmental policies, and fire-related city ordinances.
- Represent the department in various meetings, including City Council presentations.
- Coordinate fire investigation activities with multiple agencies.
- Oversee disciplinary actions, hiring, and terminations in consultation with superior officers and HR.
- Participate and lead cross-functional project teams, contributing to departmental and city-wide initiatives.
- Foster strong relationships with staff through regular station visits and engagement.
- Mentor and manage division personnel, ensuring high performance and adherence to departmental standards.
- Provide innovative solutions to complex issues, utilizing a systemic approach to problem-solving.
- Participate in on-call rotations and respond to emergencies to assist Fire Command staff or initiate fire cause and origin investigations, as required.
- Perform quality assurance on fire inspections, inspection cycles, and plan reviews.
- Responsible for the planning, research, processing, and execution of special projects as assigned, as well as short-, mid-, and long-term planning.
- May be required to participate in City emergency management functions.
- Represent the City in legal proceedings related to fire code enforcement, infractions, citations, and fines.

EMERGENCY RESPONSE STATUS: As a condition of employment, this position will be required to work as directed during an undeclared and/or a declared emergency. The employee is subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- Requires an Associate's Degree in Fire Science, Public Administration, or a related field from an accredited educational institution; Bachelor's degree preferred. Five (5) years' experience with three years of supervisory experience and responsible administrative and operational experience in the management of a major division required in a career City or county fire department of similar size and composition, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Executive Fire Officer (EFO) Certification preferred.

Licenses or Certifications:

- Must be a Certified Firefighter in the State of Georgia or possess an NPQ I or II Certification.
- Meet and maintain current requirements set forth by the Georgia Firefighter

Standards and Training Act.

- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 within three months of hire.
- Possess and maintain certification as a Fire Inspector, Fire Investigator I and II, and NFPA Plans Reviewer.
- Possess and maintain a current First Aid/CPR/AED certification.
- Blue Card or other standardized Incident Command training preferred.

Other/Special Requirements:

- Requires a comprehensive background investigation to include a local, state and federal criminal history check, financial background, and sex offender registry check.
- Requires satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- Successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
- Job performance requirements for Fire Officer III/IV as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Comprehensive understanding of modern Community Risk Reduction principles, practices, and techniques.
- Familiar with the organization of local government and the interplay between departments, agencies, and external organizations relevant to fire service and public safety.
- In-depth knowledge of various fire department models and the functions and relationships between divisions such as Administration, Operations, Training, Fire Prevention, and Public Safety Education, as well as E911 Dispatch Centers and Emergency Management Agencies.
- Proficient in learning, comprehending, and applying all relevant city and departmental policies, practices, and procedures.
- Skilled in analyzing data to modify policies or strategies within the framework of organizational theories and management principles.
- Solid understanding of supervision, leadership, and training principles and practices.
- Extensive knowledge of code enforcement, fire/arson investigation, interviewing techniques, and fire prevention programs.
- Well-versed in the geography of the city, including the location of streets, principal buildings, and fire hydrants.
- Knowledgeable in Quality Management Principles.
- Familiar with both short-term and long-term budgeting and revenue sources.
- Understands methods and principles of effective fire protection and emergency medical service delivery.

- Proficient in fire prevention and inspection software.
- Capable of interpreting and applying Federal, State, and local fire regulations, ordinances, and laws, including arson laws, Fire Prevention and Life Safety Codes, and applicable International Building Codes.
- Competent in evaluating, auditing, and assessing data using established criteria, including exercising discretion in decision-making.
- Able to operate and monitor various equipment, machinery, tools, and materials used in essential functions.
- Skilled in applying principles of influence, such as motivation, incentive, and leadership, and exercising independent judgment in problem solving.
- Proficient in managing emergency situations using the National Incident Management System (NIMS).
- Effective communicator, able to articulate strategic and innovative thinking, and deliver superior services.
- Collaborative, with the ability to build upon ideas and champion a culture of innovation, accountability, and diversity.
- Capable of exercising judgment, decisiveness, and creativity in complex, non-measurable situations.

PHYSICAL DEMANDS

The work is light work, which requires the ability to exert very moderate effort, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

**The City has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.**

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, State and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.