

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 written out in this job description.

### **Battalion Chief of Community Risk Reduction (CRR) – Fire Marshal**

Department: Fire  
Pay Grade: FS7  
FLSA Status: Exempt  
Job Code: FR62

#### **JOB SUMMARY**

The role of the Battalion Chief of Community Risk Reduction (CRR)—Fire Marshal is to execute professional managerial tasks encompassing technical, administrative, and leadership duties within community risk reduction. These responsibilities span various areas, including fire-related regulation enforcement, code inspection, and fire investigation. Additionally, this position serves as the Fire Marshal, overseeing the daily operations of the Community Risk Reduction Division. It assumes responsibility for the division when the Division Chief of Community Risk Reduction is absent.

#### **ESSENTIAL JOB FUNCTIONS**

- Oversees programs and personnel in the Community Risk Reduction Office, including inspections, public education, investigations, and plan reviews.
- Assists the Division Chief in identifying community risks, implementing reduction programs, and reporting outcomes.
- Addresses employee issues and makes recommendations on hiring and discipline.
- Implements data-driven fire and life safety inspection programs.
- Monitors and reports on key performance indicators for risk reduction efforts.
- Reviews various reports and documents for accuracy and compliance.
- Evaluates construction plans for compliance with codes and standards.
- Represents the Fire Chief in meetings with stakeholders.
- Fosters positive relations with the public and businesses.
- Mediates code conformance issues with stakeholders.
- Collaborates with City Building Officials and other agencies.
- Provides training on inspections, investigations, and prevention.
- Provides input on departmental goals and plans.
- Assists in developing new departmental procedures and programs.
- Conducts inspections of buildings and businesses for code compliance.
- Issues citations and recommends actions for violations.
- Inspects properties for environmental compliance.
- Investigates fires and prepares reports for litigation.
- Attends City Council and departmental meetings as needed.

- Serves as a technical resource for team members.
- Reviews departmental policies and procedures.
- Manages projects within deadlines.
- Fosters a team-centric culture and embraces diversity.
- Ensures compliance with city and departmental policies.
- Enhances public safety through education programs.
- Prioritizes safety and risk management.
- Develops quality control measures.
- Participates in on-call rotations and emergency response.
- Performs quality assurance on inspections and reviews.
- Represents the City in legal proceedings.
- Performs other duties as required.

This position requires the employee to work as directed during undeclared and declared emergencies. The employee may be recalled around the clock for emergency response operations, necessitating irregular work hours, work at alternative locations, and duties beyond those outlined in the official job description.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Associate's Degree in Fire Science, Public Administration, or related field required; Bachelor's degree preferred
- Five (5) years of experience, with three (3) years in supervisory roles in a similar size and composition City or county fire department or equivalent combination of education and experience
- Certified Firefighter in the State of Georgia or NPQ I or II Firefighter certification required
- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 certifications are required within six months of hire
- Fire Officer II certification as per NFPA 1021 Standard required within twelve months of employment
- Certification as a Fire Inspector, Fire Investigator, Fire Safety Educator, and NFPA Plans Examiner is required and must be maintained
- Blue Card Incident Command Certification required within twelve months of employment
- Valid driver's license with appropriate classification/endorsement to operate fire apparatus required within three months of hire, with satisfactory Motor Vehicle Record (MVR)
- Current First Aid/CPR/AED certification is required and must be maintained

#### **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 set by the Georgia Firefighters Standards and Training Council
- Meet the minimum medical fitness requirements of NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments

**Knowledge, Skills, and Abilities:**

- Maintain physical fitness to meet state and departmental job requirements
- Possess thorough knowledge of Community Risk Reduction
- Operate automobile, computer, office equipment, digital camera, or other necessary equipment
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and specialized Fire Department software
- Analyze and interpret records and data through fire department management systems
- Utilize organizational performance measures and data reporting tools for analysis
- Responsible for personnel conduct, efficiency, and discipline
- Effective and constructive communication skills
- Think critically, strategically, and innovatively
- Maintain a positive attitude and promote a solutions-oriented culture
- Strong problem-solving and analytical skills
- Comprehensive understanding of leadership principles and procedures
- Compile various records and related information
- Develop and maintain professional relationships
- Establish and implement effective administrative programs and procedures
- Plan and organize daily work routine and establish priorities
- Communicate complex ideas effectively through reports, memorandums, etc.
- Apply rational systems principles and exercise independent judgment
- Exercise judgment, decisiveness, and creativity in evaluating information
- Learn, comprehend, and apply City or departmental policies and procedures
- Comprehensive knowledge of fire prevention, support services, and suppression
- Knowledge of code enforcement, fire/arson investigation, and prevention programs
- Interpret Federal, State, and local fire regulations, ordinances, and laws
- Familiarity with City geography and location of streets and fire hydrants
- Review, classify, categorize, prioritize, and analyze data effectively

**PHYSICAL DEMANDS**

The work involves light physical exertion, typically requiring some combination of stooping, kneeling, crouching, and crawling. It may also involve lifting, carrying, pushing, and pulling objects and materials weighing 12-20 pounds. Tasks may require extended periods at a keyboard or workstation. The ability to perceive and discriminate colors, shades, sounds, odor, depth, texture, and visual cues or signals is also necessary. Some tasks also require oral communication skills.

**WORK ENVIRONMENT**

Regular work is conducted without exposure to adverse environmental conditions. The performance of fire suppression and investigative functions may necessitate 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 encounters with rude/irate individuals.

**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.*