

Opening Date: **November 30, 2016**

Closing Date: **Until Filled**

JOB OPPORTUNITY

MISSOURI DIVISION OF FIRE SAFETY



TITLE: Deputy Chief - Fire Inspection Program

SALARY RANGE: \$46,000.00 - \$54,000.00

DESCRIPTION:

The Public Safety Manager of the Fire Inspection Program shall be located in Jefferson City, Missouri and will supervise the operation and personnel of the Fire Safety Inspection Program. Work independently and under the direction of the State Fire Marshal or Assistant State Fire Marshal. Must have knowledge of all laws and regulations relating to fire safety inspection duties mandated by state statute or regulations to the Division of Fire Safety. Shall be competent in the techniques of conducting fire safety inspections. Shall be well versed in the organization and operation of both volunteer and career fire organizations. Possess extensive knowledge of NFPA standards pertaining to fire and building codes, model fire and building codes, and state fire safety regulations.

EXAMPLES OF WORK PERFORMED:

Supervise Regional Chief Inspectors and Fire Safety Inspectors conducting fire safety and fireworks inspections throughout the state. Evaluate the performance of the Fire Safety Inspection staff.

The Public Safety Manager shall ensure all inspection personnel participate in required training programs and maintain certifications.

The Public Safety Manager may review and approve plans for accuracy and compliance with applicable rules and codes. The Public Safety Manager makes recommendations and communicates with the builder, design professional, owner or occupant for improvements when the plans are not in compliance and provides technical assistance as requested. May be called to supervise any inspection or plan review as well as informal dispute resolution hearings. Prepares reports and correspondence regarding plan reviews or inspection approvals or corrective actions as necessary.

The Public Safety Manager may be requested by the State Fire Marshal to assist in the formulation of rule changes which may be necessary for the regulatory and enforcement functions of the Division. The Public Safety Manager may be directed to attend hearings, assist in budget preparation and review of legislation pertaining to fire safety regulations or laws.

The Public Safety Manager may be periodically requested to answer questions posed by the public or media concerning general fire safety or specific state laws or rules concerning fire safety.

The Public Safety Manager shall assist with the investigations of fires/explosions involving any facilities inspected by Division inspectors.

The Public Safety Manager shall promote and coordinate all Public Education activities and events with Division field staff.

The Public Safety Manager may be requested to assist with local or state emergency functions as assigned by the State Fire Marshal or Assistant Fire Marshal.

QUALIFICATIONS:

Graduation from an accredited high school or possession of a high school equivalence certificate. A minimum of ten (10) years fire service or fire safety related inspection experience, which may include service with a state, municipal, military, or industrial fire protection organization/agency. An equivalent degree, which is determined by the State Fire Marshal, from a recognized college or university may satisfy five (5) years of this requirement.

Successful completion of the following National Fire Academy courses preferred:

- Fire Inspection Principles
- Principles of Fire Protection: Structures & Systems
- Plan Review for Inspectors

Must hold current certification as a Fire Inspector with the Missouri Division of Fire Safety or equivalent to IFSAC or Pro Board Certification. Must be capable of obtaining Missouri Division of Fire Safety Certification as a Fire Service Instructor I within one year of employment.

ADDITIONAL QUALIFICATIONS AND REQUIREMENTS:

- (1) Must be or obtain Missouri residency and possess a valid Missouri motor vehicle operator's license and be able to operate a motor vehicle upon employment.
- (2) Must be at least twenty-five (25) years of age.
- (3) Must have a telephone and shall be subject to calls twenty-four (24) hours a day.
- (4) Excellent public relation & communication skills.
- (5) Shall be of good moral character
- (6) Shall not have been convicted or pleaded guilty to a felony or other charge involving a moral crime, child/elder endangerment or abuse.
- (7) Shall be a citizen of the United States.
- (8) Shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may prescribe.
- (9) A Public Safety Manager shall not hold any other commission or office, elective or appointive, or accept any other employment while employed with the Division.
- (10) A Public Safety Manager shall not accept any compensation, reward, or gift other than regular salary and expenses for the performance of official duties.

APPLICATION:

Current employees of the Division of Fire Safety who want to be considered for this position must submit a resume with a cover letter to the Division's Personnel office. The Division of Fire Safety reserves the right to fill positions through transfer, reclassification, and promotion of existing employees.

Other individuals who wish to be considered for this position must complete a Division of Fire Safety, Application for Employment. Applications can be obtained at the Division of Fire Safety, 205 Jefferson Street; Suite 1315, Jefferson City, Missouri 65101 or at www.dfs.dps.mo.gov. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), including three professional and three personal references, must be returned to the above location.

EQUAL OPPORTUNITY STATEMENT:

The Division of Fire Safety is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.