

Opening Date: **January 22, 2019**

Closing Date: **Until Filled**

JOB OPPORTUNITY

MISSOURI DIVISION OF FIRE SAFETY



TITLE: Public Safety Manager
SALARY: \$60,000.00 (base salary)

LOCATION: Jefferson City, Missouri

DESCRIPTION:

The Public Safety Manager supervises the operation and personnel of the Boiler and Pressure Vessel Unit. Works independently and under the direction of the State Fire Marshal with technical guidance from the Board of Boiler and Pressure Vessel Rules to ensure and enforce all requirements of the statutes and regulations are followed.

EXAMPLES OF WORK PERFORMED:

Trains and supervises Boiler and Pressure Vessel Inspectors and administrative staff to include Deputy Inspectors, Senior Office Support Assistant and manages special inspectors (insurance inspectors). Self trains in management, supervisory and technical skills. Maintains records of all boilers and pressure vessels certified in Missouri. Attends hearings, assists in preparing budget and fiscal notes as necessary. Prepares information for the Boiler and Pressure Vessel Rules Board and maintains minutes of all meetings.

Works independently to review and accept boiler and pressure vessel inspections and installation permits. Makes necessary recommendations to correct unsafe conditions found during inspections. Makes reports of inspection on printed forms describing conditions observed and recommendations, if any. Conducts accident investigations and reports. Participates or performs shop reviews for National Board accreditation.

Administers the National Board examination, as requested. Assists with or performs shop reviews for the ASME and National Board Certificates of Authorization, commission's special inspectors and deputy inspectors annually, on behalf of the State.

QUALIFICATIONS:

An applicant for the position of Public Safety Manager must meet the following minimum qualifications and requirements:

- ◆ Minimum of ten (10) years experience in the design, construction, installation, inspection, operation, maintenance or repair of high pressure boilers and pressure vessels as a mechanical engineer, steam operating engineer, boilermaker, or boiler or pressure vessel inspector.
- ◆ Must hold a National Board Commission.
- ◆ Two years experience as a manager, trainer, or supervisor is required.

ADDITIONAL QUALIFICATIONS AND REQUIREMENTS:

- (1) Must be a resident of Missouri (*may be established after accepting position*).
- (2) Excellent public relation & communication skills.
- (3) Shall be of good moral character
- (4) Shall not have been convicted of a felony or other crime involving moral turpitude.
- (5) Shall be a citizen of the United States
- (6) Shall possess ordinary physical strength and be able to pass such physical and mental examinations as the State Fire Marshal may prescribe.
- (7) A Public Safety Manager shall not hold any other commission or office, elective or appointive, or accept any other employment while a Manager.
- (8) 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 PROCEDURE:

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.

NOTE: The Department of Public Safety, Division of Fire Safety reserves the right to fill positions through transfer, reclassification, and promotion of existing employees.

AN EQUAL OPPORTUNITY EMPLOYER

Individuals needing accommodations in the application process please contact the Personnel Office of the Missouri Division of Fire Safety.