

CIVIL SERVICE POSITION

The City of Renton is accepting applications for

ASSISTANT FIRE MARSHAL

Salary Range: \$5,150 to \$6,273 per month

Date Opened: June 27, 2007

Date Closed: Open Until Filled (*Revised*)

APPLICATION PROCEDURE

To be considered for this position in the Fire Department, complete and return a **City of Renton Civil Service Application, Cover Letter, and Resume** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.**

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at bsandler@ci.renton.wa.us
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of an assigned supervisor, assist in planning, organizing, coordinating and directing the operations of the Fire Prevention Bureau including plan review, permit processing, code enforcement, fire investigation and public education; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES

- Assist in planning, organizing, coordinating and directing the operations of the Fire Prevention Bureau; schedule, assign and review work performed in assigned areas of responsibility.
- Respond to public inquiries concerning code requirements; research codes and provide technical information; advise businesses and individuals on code requirements and hazardous processes and answer citizen complaints.
- Assist in code related matters; provide technical assistance concerning codes and interpretation of codes.
- Supervise and evaluate the performance of assigned department members; recommend salary, promotion, discipline, corrective action,, member recognition, member work assignments, transfer and termination decisions.
- Provide technical assistance as necessary relative to fire investigation reports, complex plan reviews and inspection reports; review applications for permits and licenses.
- Analyze workloads, processes and functions in the Fire Prevention Bureau and make recommendations for or implement improvements as necessary; schedule and oversee daily operations and activities.
- Establish and maintain effective working relationships with City departments, State agencies and other groups in relation to fire regulations and ordinances.

- Review new legislation, codes, standards and practices related to fire and emergency services; develop appropriate legislation as required.
- Respond to incidents and function within the Incident Command System as required.
- Conduct fire prevention presentations and informational speeches before public groups.
- Maintain a variety of files and records and prepare detailed narrative and statistical reports.
- Attend a variety of meetings and serve on committees as required.
- Assume additional duties in the absence of the Fire Marshal.
- Perform related duties as assigned.

Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.

WORKING CONDITIONS

Work is performed in an office environment, but some fieldwork involving walking, standing and climbing may be required.

EDUCATION AND EXPERIENCE

Bachelor of Science degree in Fire Protection Engineering or equivalent combination of education and experience in fire inspection, investigation and prevention activities including some experience in a lead capacity. Master's degree or certification as a Fire Protection Engineer preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license. Certification as a Fire Protection Engineer preferred.

SELECTION PROCEDURE

- Those applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application will be invited to participate in a competitive selection consisting of an oral board interview weighted at 100% requiring a passing score of 70%.
- Following the examinations, a one-year eligibility register will be established based on the rank order of passing scores. Candidates who are placed on the eligibility list may be considered for vacancies occurring within that time period.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application along with the Veterans Status form. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity-6/07/bcs.*