 **Assistant Fire Marshal Standard Job Description**

**Classification Title:** Assistant Fire Marshal

**FLSA Exemption Status:** Exempt

**Pay Grade:** 16

**Minimum Pay:** $102,850

**Job Description Summary:**

The Assistant Fire Marshal, under general direction, assists the Fire Marshal in coordinating multiple program areas within the comprehensive Fire and Life Safety Program. The Assistant Fire Marshal is responsible for representing the University Fire Marshal in overseeing operations and programmatic areas such as prevention, investigations and enforcement of fire safety regulations and codes. The Assistant Fire Marshal serve as the Fire Marshal during their absence.

**Essential Duties and Tasks:**

**25%: Code Enforcement, Prevention, and Investigation**

* Provides leadership and expertise for code enforcement and fire prevention efforts, including comprehensive fire safety inspections and compliance with fire codes and regulations.
* Develops and implements fire prevention programs, including public education, training initiatives, emergency response plans, and community outreach.
* Reviews and approves fire protection system designs, fire alarm plans, building plans, and emergency evacuation plans.
* Collaborates with stakeholders at all levels to ensure fire safety measures are integrated into construction and renovation projects.
* Leads and oversees complex fire investigations, including cause and origin investigations, liaising with law enforcement and other agencies, and providing expert documentation.
* Develops and submits reports as appropriate.

**20%: Program Coordination and Leadership**

* Assists the University Fire Marshal in coordinating multiple program areas within the comprehensive Fire and Life Safety Program.
* Serves as the University Fire Marshal during their absence.
* Periodically reviews fire and life safety procedures, forms, templates, standards, etc.
* Hires, trains, develops, and supervises fire and life safety personnel within the area of oversight.
* Coordinates work schedules, assignments, and resources to ensure efficient operations within the Fire and Life Safety Program.
* Makes recommendations for professional development for staff under areas of oversight.

**20%: Emergency Response, Education, and Events**

* Coordinates with other departments and agencies to ensure compliance with fire safety requirements.
* Responds to campus emergencies as required.
* Develops and delivers educational materials related to fire and life safety.
* Provides leadership on permit applications to ensure large venue and event compliance.
* Provides oversight for contracts as needed for the fire and life safety program.

**15%: Strategic Planning and Program Development**

* Assists the Fire Marshal in the development, implementation, and maintenance of strategic planning for the Fire and Life Safety Program.
* Assists the Fire Marshal in the development of procedures and protocols to ensure the Fire and Life Safety Program is running at the highest level to serve the campus community.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Six years of experience in fire and life safety or related field, including two years of supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 15 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**