

Assistant Fire Chief/Fire Marshal

Position Open: October 22, 2024



Job Description:

The Assistant Fire Chief/Fire Marshal manages and coordinates services and activities in the Fire Department related to community risk reduction programs and services. , The responsibilities for this position include considerable time spent managing and overseeing the daily operations of division personnel, coaching and developing their teams, and participating in strategic functions which include budget preparation, strategic planning, and providing state and local public fire protection consulting.

Key Responsibilities

- Leads and manages the Community Risk Reduction division, to include fire prevention inspections for residential and commercial property, public education, fire and arson investigation, plan review, and code enforcement activities to ensure community safety and compliance with regulations.
- Supervises and develops personnel, including hiring, scheduling, training, coaching, and evaluating staff, while fostering collaboration and effective communication with internal and external stakeholders.
- Administers the budget and resources for the division, ensuring financial sustainability, efficient allocation, and continuous improvement of risk reduction programs; works collaboratively with other department personnel in planning for the budget and identifying strategic priorities.
- Coordinates, oversees, and completes tasks pertaining to fire code compliance and hazard management, including inspections, plan reviews, and responding to incidents involving hazardous materials or explosives.
- Oversees and may participate in fire and arson investigations and accreditation efforts, ensuring thorough investigations, adherence to CFAI accreditation standards, and the implementation of policies and procedures to improve service delivery; responds to critical incidents and fires as required.
- Conducts and oversees training programs pertaining to community risk reduction; represents the Olathe Fire Department at public events, meetings, and to external stakeholders; builds collaborative community partnerships that help support the accomplishment of Olathe Fire Department goals.

Qualifications

Experience: Four years of increasingly responsible fire services experience is required including one year of administrative and supervisory responsibilities.

Education: A bachelor's degree with major coursework in fire science, fire administration, public administration or a related field is required. A master's degree is preferred. Completion of the National Fire Academy's Executive Officer Program (EFOP) or equivalent advanced fire management training is preferred.

Licenses & Certifications: A valid driver's license and favorable driving record are required. Must have, or complete within one year or as available, Kansas Fire Inspector I certification from the State of Kansas, must meet National Fire Protection Association (NFPA) 1031 requirements for Fire Inspector I and II, and shall have completed coursework in Fire Inspection Principles and Structures and Systems offered by the National Fire Academy, Emmitsburg, Maryland, or an equivalent course. Arson Investigator level II certification from the State of Kansas is required within two years after starting this position. Enroll and complete the Executive Fire Officer Program of the National Fire Academy. Fire and/or EMT certification must also be maintained.

Language: Proficiency with verbal and written English language required. Additional proficiency with Spanish and American Sign Language preferred.

Environmental or Physical Demands: A Fire Marshal must be physically fit to conduct inspections, investigations, and respond to emergencies, often in hazardous or extreme environments. The role demands endurance, good vision, and hearing, along with the ability to manage stress and work under pressure.