

**CLASSIFICATION:** ASSISTANT DIRECTOR, DEPUTY FIRE MARSHAL

**Class Code:** 0350-30

**Date Established:** 12-26-02

**Occupational Code:** 3-3-1

**Date of Last Revision:** 7-17-15

**Exempt Status:** Exempt

**BASIC PURPOSE:** To oversee Division of Fire Safety Operations including the administration of all law enforcement field operations and investigations as directed by the Director of Fire Safety/State Fire Marshal.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Assumes complete responsibility for all division activities in the absence of the Director of the Fire Safety.
- Testifies on behalf of the division before legislative groups on matters pertaining to public safety.
- Reviews and recommends promotional candidates to ensure qualified managers.
- Manages the introduction and review of rules, regulations and procedures.
- Counsels law enforcement personnel to resolve problems and dispense remedial action.
- Provides assistance in the preparation and administration of the department budget.
- Coordinates multi-agency enforcement investigation efforts between federal and other state and municipal agencies.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating system wide policies and procedures.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with a major study in fire science, business management, criminal justice or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Eight years' experience conducting fire inspections and fire investigations OR eight years' experience as a law enforcement officer to include experience investigating criminal matters, collecting evidence, presenting courtroom testimony, conducting interviews and interrogating witnesses; three years of which must have been in a supervisory or management level position.

**License/Certification:** Valid New Hampshire driver's license. Candidates must possess full-time police officer certification issued by the N.H. Police Standards and Training Council, and must maintain police officer certification throughout tenure of service.

**SPECIAL REQUIREMENTS:**

1. Candidate will undergo a fingerprint based background investigation, including motor vehicle and criminal record checks to validate suitability for exposure to confidential information and financial information.

**RECOMMENDED WORK TRAITS:** Extensive knowledge of agency rules and regulations governing the Office of the State Fire Marshal. Extensive knowledge of state provisions for emergency situations. Extensive knowledge of the laws of arrest and evidence. Extensive knowledge of state laws relating to the enforcement of criminal laws. Extensive knowledge of the state fire and building codes. Considerable knowledge of fire prevention practices. Considerable knowledge to read blueprints. Considerable knowledge in methods of handling a Hazardous Materials incident. Extensive knowledge of criminal identification techniques and methods to identify and preserve evidence. Considerable knowledge of the principles and methods of fire and criminal investigations. Extensive knowledge of probation, parole and court procedures, including court decisions pertaining to law enforcement. Extensive knowledge of criminal behavior. Considerable knowledge in presenting oral and physical evidence in court. Extensive knowledge in making quick, accurate decisions. Considerable knowledge in conducting investigations and in recognizing, identifying and preserving evidence of crime. Skill in proper interviewing and interrogating techniques. Skill in the proper use and care of firearms. Skill in using police communications equipment. Skill in life saving techniques. Ability to perform physically demanding tasks. Ability to operate a motor vehicle safely. Ability to learn the use of firearms and other law enforcement equipment. Ability to exercise tact, diplomacy and impartiality in relation to others. Ability to train and supervise other employees and to manage the operations of multiple bureaus. Ability to make decisions based on common sense and good judgment. Extensive ability to resolve stressful situations. Ability to comprehend and comply with written and oral directions. Ability to comply with and enforce federal, state and local laws. Ability to increase competency through training and instruction. Ability to withstand long periods of uninterrupted work. Ability to react quickly and calmly in emergency situations. Extensive ability to establish and maintain effective working relationships with federal, state, county and local agencies. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.