

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

State Fire Marshal

**SERIES NO.:**

2655

**MAJOR AGENCIES:**

Commerce only

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the state fire marshal occupation is to direct fire prevention, inspection, fire training &/or related programs & supervise assigned personnel.

At the lower two levels, incumbents direct assigned programs & supervise assigned personnel.

At the highest level, the incumbent acts as chief of division of State Fire Marshal.

**CLASS TITLE**

Assistant State Fire Marshal 1

**CLASS NUMBER**

26557

**PAY RANGE**

12

**EFFECTIVE**

03/30/1997

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of applicable fire statutes & fire prevention & safety practices in order to supervise division personnel, administer fire safety programs & act as agency liaison.

**CLASS TITLE**

Assistant State Fire Marshal 2

**CLASS NUMBER**

26558

**PAY RANGE**

41

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The second managerial level class works under general direction & requires thorough knowledge of applicable fire statutes, fire prevention & inspection techniques & procedures & fire training in order to assist in supervising & coordinating operations of arson, fire prevention & inspection bureaus & Ohio Fire Training Academy, develop & execute division policies & procedures, assist in preparing budgets & authorize expenditures, direct preparation & maintenance of records, assist in drafting legislature & programs & supervise assigned staff.

**CLASS TITLE**

State Fire Marshal

**CLASS NUMBER**

26559

**PAY RANGE**

47

**EFFECTIVE**

01/05/1997

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires thorough knowledge of applicable fire statutes, fire prevention & inspection techniques & procedures & fire training in order to direct operations of division of state fire marshal in Ohio Department of Commerce & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant State Fire Marshal 1	26557	EX	03/30/1997	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises division personnel involved in maintenance & security of Ohio Fire Academy, provides technical assistance to staff, administers rules & regulations, interprets codes, plans & administers program & provides in-service training & assists in drafting legislation & in planning & implementing fire safety programs & standards.

Serves as liaison between Division of State Fire Marshal & fire service agencies, general public, civic organizations & other state & federal agencies; attends meetings & seminars.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of applicable fire statutes; employee training & development\*; supervisory principles/techniques; fire prevention & safety practices; management; public relations. Ability to interpret extensive variety of technical material in books, journals & manuals; prepare & deliver speeches before general public; handle sensitive telephone & face- to-face inquiries & contacts with public & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. exp. in fire prevention & safety practices & applicable fire statutes, 6 mos. of which must have included supervisory principles/techniques &/or management; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hours per day, 7 days per week; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant State Fire Marshal 2	26558	EX	01/09/2005	41

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists state fire marshal in supervising & coordinating operations of Arson, Fire Prevention & Inspection Bureaus & Ohio Fire Training Academy, develops & executes division policy & procedures, provides technical assistance to bureau personnel, plans & administers programs & provides in-service training, assists in preparing budget & authorizes expenditures, directs preparation & maintenance of records, assists in drafting legislation & implementing fire programs & standards, identifies program needs & makes necessary recommendations to fire marshal & departmental director.

Represents office of state fire marshal & serves as liaison with state & federal agencies & fire service agencies, meets with elected & appointed officials & representatives of various media & prepares & delivers speeches before civic groups, professional organizations & general public.

Directs & supervises operations of Division of State Fire Marshal in Department of Commerce in accordance with applicable sections of Ohio Revised Code (e.g., develops & implements policies & goals; establishes priorities for allocation of division's budget; approves/disapproves requests for expenditures; assigns responsibilities to & evaluates performance of immediate reporting managers/supervisors).

Handles various human resources affairs (e.g., interviews & recommends hiring of staff; conducts grievance hearings & resolves grievances; approves personnel requests/transactions).

Performs variety of public relations activities (e.g., delivers speeches; attends meetings of various boards & commissions; provides interviews to news media; responds to inquiries from Governor's staff, state & local officials & other cabinet members); advises director & governor on issues related to division's operations; coordinates response to emergency situations when requested.

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

30 mos. trg. or 30 mos. exp. in fire prevention & safety practices & applicable fire statutes, 12 mos. of which must have included supervision/management; must be able to provide own transportation.

-Or 6 mos. exp. as Assistant State Fire Marshal 1, 26557; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
State Fire Marshal	26559	EX	01/05/1997	47

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs operations of Division of State Fire Marshal in Ohio Department of Commerce in accordance with applicable sections of Ohio Revised Code (e.g., develops & implements policies & goals; establishes priorities for allocation of division's budget; approves/disapproves requests for expenditures) & supervises, assigns responsibilities to & evaluates performance of immediate reporting managers/ supervisors.

Handles various human resources affairs (e.g., interviews & recommends hiring of staff; conducts grievance hearings & resolves grievances; approves personnel requests/transactions).

Performs variety of public relations activities (e.g., delivers speeches; attends meetings of various boards & commissions; provides interviews to news media; responds to inquiries from Governor's staff, state & local officials & other cabinet members); advises director & governor on issues related to division's operations; coordinates response to emergency situations when requested.

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Appointed in accordance with Section 3737.21 of Revised Code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.