

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

State Fire Marshal

SERIES NO.:

2655

MAJOR AGENCIES:

Commerce only

EFFECTIVE DATE:

02/18/2018

SERIES PURPOSE:

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

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>
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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.