



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STATE FIRE MARSHAL MANAGER

Job Number: 20000808

Job Code: 32420V000101

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16	Salary (MIN - MID):	Special Entrance Rate:
	\$21,870-\$28,972 - Hourly	NONE
	\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary	NONE
	\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages one or more state programs under the auspices of the State Fire Marshal; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of experience in fire training, fire safety, fire inspection or fire safety program administration.

Substitute EDUCATION for EXPERIENCE:

Related technical training will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Related technical experience will substitute for the education on a year- for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages one or more of the programs administered by the State Fire Marshal's office, such as general inspection, state aid,

boiler inspection, elevator inspection, hazardous materials inspection, electrical inspection, etc. Assigns supervisory duties to program supervisors. Reviews all inspection reports. Provides technical assistance and advice to program staff. Consults with architects, engineers and contractors concerning codes, rules and regulations. Interprets codes, rules and regulations for field staff and general public. Provides training seminars. Handles more difficult inspections as referred by field staff. Maintains and prepares records and reports for the State Fire Marshal.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to bend, stoop, climb and crawl to perform investigations.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.