



invites your interest in the position of

Fire Marshal

Recruitment services provided by Ralph Andersen & Associates

AN OUTSTANDING CAREER OPPORTUNITY

The City of Sparks is conducting a search for an accomplished professional to serve as its next Fire Marshal, in anticipation of the incumbent's upcoming retirement.

Founded in 1905, the Sparks Fire Department is an all-risk, full-service fire department that has provided emergency services to the city for over 100 years. Top candidates invited for an interview will have a strong commitment to public safety and a desire to thrive in a robust, proactive organization dedicated to high performance. The successful candidate will demonstrate an ability to implement best practices for deployment of fire prevention services and programs.

The Fire Marshal reports to the Fire Chief and is a key member of the Fire Department administrative team.



THE COMMUNITY

Sparks is a beautiful and family-oriented city of more than 108,000 residents located in the Truckee Meadows between the Carson and Virginia Mountain Ranges at an elevation of nearly 4,500 feet. Less than an hour's drive from Lake Tahoe and its premier ski resorts, Sparks shares a beautiful valley on the eastern slope of the Sierra with the City of Reno, its neighbor to the west. With a mild climate, Sparks weather provides plenty of sun, low humidity and rainfall, and a full four seasons. It is also the closest metropolitan area to the **Tahoe-Reno Industrial Center**, home to Tesla Motors' Gigafactory.

In addition to its natural beauty, Sparks is close in proximity to the **University of Nevada, Reno**, a Tier One university. Sparks has grown tremendously since the 1990s, offering residents and visitors a wide array of services and activities. For example, the City's Community Services Department and the Sparks Redevelopment Agency work in tandem with current business owners and new developers to provide a business-friendly environment to pursue responsible and creative economic activities.

Sparks is a premier special events venue for northern Nevada. Victorian Square brings thousands of visitors to legacy annual events, including the Best in the West Nugget Rib Cook Off, Hot August Nights, and Sparks Hometowne Christmas Parade. The City is also well known for its outstanding Parks and Recreation system designed to appeal to young and old alike, with nearly 50 neighborhood parks and regional sports facilities. **Golden Eagle Regional Park**, located on 450 acres in northeast Sparks, is a national destination for sports tournaments with softball fields, baseball fields, youth baseball/softball fields, a stadium-size soccer/football field, multi-purpose fields, and volleyball and bocce ball courts. Whitewater Park at Rock Park is the perfect location for kayaking, tubing, and rafting for all skill levels.

Also, the Sparks gem is the picturesque **Sparks Marina**, which boasts eighty acres of water to accommodate swimming, boating, fishing, scuba diving, paddle boarding, picnic facilities, and breath-taking views of the nearby mountains. The Sparks Marina has become a destination for water sports competitions and the International Dragon Boat Festival. Few other cities in the country can offer such an amenity to their residents and visitors.

Quality of life is cited as one of the main reasons people relocate to Sparks, where summer and winter outdoor activities abound!



CITY GOVERNMENT

The City of Sparks has a Council-Manager form of government and provides a full range of municipal services including police, fire, public works, wastewater treatment, municipal court, code enforcement, business licensing, etc. The Mayor and five Council members, who each represent a ward of the City, provide policy direction to the City Manager. The City Manager is appointed by the Mayor and Council and functions as the chief executive officer, carrying out these policies and managing the municipal organization. The City Manager is Neil Krutz, who has been with the City of Sparks since 1997 and was appointed as City Manager in 2019.

THE SPARKS FIRE DEPARTMENT MISSION STATEMENT

The Sparks Fire Department will strive to provide the highest level of fire prevention, fire suppression, rescue, emergency medical care, and related services to the citizens, businesses, and visitors of the City of Sparks, through continuous improvement, professional development, and dedication to the community.

OVERVIEW OF THE FIRE DEPARTMENT

The Sparks Fire Department (SFD) is a full-service department with the responsibility of responding to and mitigating incidents involving fires, medical emergencies, hazardous materials, wildland fires, and technical/water rescues. SFD also provides a full range of support and administrative services including fire prevention and investigation, logistics, training, and fleet management. The leadership structure consists of the Fire Chief, Division Chief of Operations, Division Chief of Training and Administration, and the Fire Marshal.

SFD currently operates five fire stations with a staff of 97 personnel, most of whom are represented by the IAFF Local 1265. Negotiations are underway to purchase land for a sixth Sparks fire station. SFD's current daily staffed apparatus includes five type I engines, one quint with a 78' ladder, and one ladder truck with a 100' platform. SFD also cross-staffs three type III engines, one type VI engine, and one water tender to fight wildland fires. Each station also includes advanced life support (ALS) providers at the paramedic level to allow a high level of care to all patients treated within the City of Sparks.

The current annual operating budget for SFD is approximately \$23 million with a capital improvement budget of \$3.3 million. For a full description of operations and apparatus, visit www.cityofsparks.us/fire.



POSITION OVERVIEW AND KEY RESPONSIBILITIES

The Fire Marshal is a Division Manager responsible for the City of Sparks Fire Prevention which oversees, plans, organizes, and manages all activities of the Fire Prevention bureau under the Fire Chief's direction. This position manages a staff of eight including an Assistant Fire Marshal, Fire Prevention Inspectors, Fire Plans Examiner and Administrative Secretary. A general summary of job responsibilities as stated in the current job description includes:

- ❖ Plan, organize, administer, and direct the work of the Fire Prevention Division directing and coordinating employees in fire prevention, engineering, and investigation practices.
- ❖ Analyze administrative and complex emergency response and operations problems, develop sound alternatives, and adopt effective course of action under emergency circumstances.
- ❖ Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the division.
- ❖ Develop, update, and enforce fire related codes and ordinances.
- ❖ Conduct fire related investigations and collaborate with law enforcement agencies on criminal proceedings, civil litigation and offer expert testimony in court proceedings.
- ❖ Enforce local, state, and federal laws fire prevention laws and ordinances.
- ❖ Manage and oversee engineering duties involving complex and skilled fire plan review.
- ❖ Evaluate division policy and program impacts and recommend improvements.



THE IDEAL CANDIDATE

The ideal candidate, in addition to meeting minimum requirements for the position, will also have a skill set and professional acumen related to the following:

- ❖ Leadership capabilities to inspire a genuine teamwork culture of improving fire safety for the community.
- ❖ Administrative skills that ensure efficient use of resources for improved program outcomes.
- ❖ Ability to assess areas within the division that require improvement and provide a solutions-oriented perspective.
- ❖ A personal style that is self-directed and organized, with a “hands-on” approach to address issues of a growing residential and business community.
- ❖ Ability to exercise sound independent judgment combined with the skills to interpret departmental policies, ordinances, and regulations.
- ❖ The ability to establish and maintain effective relationships with city staff and other agencies.
- ❖ Will work closely with the public and local businesses in a tactful and effective way to explain and coordinate fire prevention programs.



QUALIFICATIONS

Education and Experience

An Associate's degree in fire science, fire administration, public administration, or a closely related field and five years of progressively responsible fire investigation and fire inspection experience, including at least three years of supervisory responsibility in an all-risk urban fire department comparable to the City of Sparks.

Licenses and Certificates

Must obtain and maintain throughout employment as follows:

- ❖ Fire and ICS Certifications:
 - ◆ Fire Inspector I and Fire Inspector II from the ICC.
 - ◆ Fire Plans Examiner from the ICC, within one (1) year of hire.
 - ◆ Fire Investigator from the IAAI or NAFI, within two (2) years of hire.
 - ◆ Incident Command System 100, 200, 300 and 400 within one (1) year of hire.
- ❖ Must complete City of Sparks Fire Marshal task book within two (2) years of hire.
- ❖ Nevada Class C Driver's License within 30 days of hire.
- ❖ Nevada Peace Officer's Standards & Training (POST) Category I Certification and Firearms Qualification is preferred.



COMPENSATION AND BENEFITS

The successful candidate will receive a highly competitive salary and excellent benefits - with a salary range of **\$114,733 - \$150,155**. The Nevada PERS Retirement Plan is fully paid by the city and bilingual pay is available to qualified candidates. Moving and relocation expense reimbursement may be offered to the selected candidate. Also of importance, Nevada has no state income tax. Further inquiries about the competitive compensation package being offered should be directed to Ralph Andersen & Associates.

TO BE CONSIDERED

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The recruitment closes on **February 20, 2023**, however, candidates are encouraged to apply early as resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter and comprehensive resume **by sending an email to apply@ralphandersen.com**. References will be requested at a later point in the process.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Initial interviews will take place by video and selected candidates will be invited to interview with the Fire Chief and/or City Manager and/or other selected city staff.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call David Ready, Project Director at (760) 409-0833 or Heather Renschler, Co-Project Director at (916) 630-4900. Confidential inquiries are welcomed. Alternatively, candidates may pre-schedule a discussion by sending an email to scheduling@ralphandersen.com.

Candidates are further encouraged to research the Sparks Fire Department Website at www.cityofsparks.us/fire.

The City of Sparks is an Equal Opportunity Employer