



CITY OF BELLEVUE
invites applications for the position of:

Assistant Fire Marshal

SALARY: \$41.43 - \$57.17 Hourly
\$7,181.70 - \$9,908.81 Monthly
\$86,180.40 - \$118,905.72 Annually

OPENING DATE: 04/13/21

CLOSING DATE: 05/04/21 05:00 PM

JOB SUMMARY:

The Bellevue Fire Department has a long tradition of excellence, as evidenced by our: performance in preventing, preparing for, and responding to emergencies; strong public image; and reputation among partners and peers in the region. The Department has passed a rigorous accreditation process by the Center for Public Safety Excellence five times since 1998 making it one of ten fire departments in the State of Washington to currently hold this designation. We are also a Class 2 Community Protection Classification as determined by the Washington Survey & Rating Bureau, one of only five such departments in the State of Washington.

We are looking to fill two Assistant Fire Marshals. These crucial positions are responsible for managing the Inspection and Investigation and Development Review functions for the Fire Prevention Division.

At The City of Bellevue you'll be part of a team committed to providing exceptional customer service, upholding the public interest and being a part of the community vision. Our people bring unique skills and qualities to the table, embrace the values of honesty, accountability and commitment to service, and take pride in the work they do. You'll work in an environment where being innovative, collaborative, and future focused are the status quo. Bellevue welcomes the world. Our diversity is our strength. It's what makes The City of Bellevue an exciting place to work, live, and explore.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises a team of Fire Prevention Officers
- Provides technical assistance to the Fire Marshal
- Interprets and enforces provisions of the International Fire, Building and Municipal Codes of the City; recommends and develops proposed fire prevention policies, procedures and codes;? reviews and approves construction plans to determine code compliance
- Coordinates with the Fire Operations Division, Development Services Department, and Contract Cities for fire code related inspections, permits and fire investigations.?

QUALIFICATIONS:

Education & Experience Requirements

REQUIRED:

- Four or more years of progressively responsible related education and experience in fire prevention, code enforcement as well as supervisory experience.
- Certified Inspector I by ICC

DESIRED:

- Graduation from an accredited four-year college or university with a degree in Fire Protection Engineering/Technology or a related field is desired.
- Washington Professional Engineers License in Fire Protection Engineering is desired

?Additional Knowledge & Training Qualifications

- Experience with, and passion for, process improvement
- Ability to balance needs of all stakeholders while being decisive in decision making
- Ability to adapt to changes in technology and tools (I.e. software, devices) and lead team through resulting process changes
- Considerable knowledge of current fire prevention principles, procedures, techniques and equipment
- Extensive knowledge of building, electrical, mechanical and fire codes; extensive knowledge of inspection techniques
- Working knowledge of fire suppression techniques and equipment; working knowledge of firefighting tactics, oil fire control and hydraulics
- Ability to effectively apply standard fire prevention techniques;
- Ability to function effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing;
- Ability to establish effective working relationships with employees, other agencies and the general public;
- Willingness to become a fixture of the Bellevue business and development community – these roles represent a critical face of both Bellevue Fire and the City of Bellevue

OTHER:**Working Conditions & Physical Requirements**

- Work involves walking, talking, hearing, using hands to handle feel or operate objects tools, or controls, and reaching with hands and arms.? Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 40 pounds.
- The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.
- Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, or near fumes, airborne particles, and/or toxic or caustic chemicals.

This is a non-union, regular,?exempt?position.

For further information about the position, please contact Travis Ripley via email at TRipley@bellevuewa.gov or by phone at?425-452-6042.?? If you need technical assistance with the online application, please contact NEOGov at?855-524-5627.

The City of Bellevue supports workplace diversity and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status. Persons needing assistance in the application process may call the Human Resources Office, at 425-452-6838.

The City of Bellevue is situated between Lake Sammamish and Lake Washington with the Cascades mountain range to the east and the Olympic mountains to the west offering breath-taking panoramic vistas. Bellevue is the Eastside's major urban population center, and is the fifth largest city in Washington State. We are proud of our award winning city and the employees who help make it happen! The City of Bellevue is truly a culturally-enriched destination city to live, work and play! Apply online at www.bellevuewa.gov.

The City of Bellevue values diversity in its workforce and is an Equal Opportunity Employer that does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, gender identity, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.bellevuewa.gov/>

Position #21-00132
ASSISTANT FIRE MARSHAL
KH

PO Box 90012
Bellevue, WA 98009

KHeadlee@bellevuewa.gov

Assistant Fire Marshal Supplemental Questionnaire

- * 1. Describe an exceptional customer service experience you have had and what made it exceptional.

- * 2. Based on your review and understanding of the job announcement, what areas do you believe you will excel in? What areas will challenge you?

- * 3. How do you help your staff resolve conflicts balancing the application of technical codes versus customer service?

- * 4. Describe your management style and how you implement it. How did that work well? Where did you see times that it didn't work well (managing staff, including mentoring, rewarding, and disciplining when appropriate)?

- * 5. How have you implemented procedural and/or structural changes in your work environments? How did you overcome objections from tenured staff who have investments in the previous ways of working?

- * 6. How do you approach training on the job, especially when the audience for the training has varying degrees of expertise in the topics?

- * Required Question