

Career Service Authority

Fire Protection Supervisor

Revised Date

Revised By

Monika S. MacRossie

FLSA Code

Non-Exempt

Est. Date

09/16/95

General Statement of Duties

Supervises the work of professional engineers and associated personnel involved in the enforcement of the Denver Building and Fire Code, project management, field inspections, plans review and technical assistance and research.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Supervises the work of Fire Protection Engineers and technical staff.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Reviews design plans and large/complex construction projects to ensure compliance with Denver Building and Fire Codes.
 - *Knowledge of engineering codes, standards, and laws sufficient to be able to provide guidance to professional engineers.*
 - *Skill in monitoring project compliance with building and fire codes.*
3. Conducts problem and conflict resolution with other agencies, developers, designers and owners with respect to codes, ordinances and professional standards.
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation, and seek and obtain support for various programs or policies.*
4. Plans unit work functions based on fire prevention goals and objectives.
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting the objectives of the unit or project.*
5. Attends pre-design, construction and code development meetings to represent the Fire Prevention Bureau and interpret standards and codes.

- *Knowledge of Fire Prevention codes and standards sufficient to be able to provide consultation and interpretation for others.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation, and seek and obtain support for various programs or policies.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting the objectives of the unit or project.*
6. Develops specific grouping of work activities and specific staff assignments.
- *Knowledge of staff organizational techniques sufficient to be able to determine the most appropriate staffing patterns to facilitate organizational objectives.*
7. Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.
- *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
8. Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.
- *Skill in developing and implementing policies and procedures related to the work assignment.*
9. Assists in the development of departmental budgets.
- *Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.*
10. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Supervises two or more employees who do not supervise.

Guidance and Decision Making

Guidelines are in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a

variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications

Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the programs and policies of the organization.

Physical Demands

Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.

Vision Requirements

Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical reasoning
Memorization
Oral Comprehension
Spatial Orientation
Written Comprehension

Working Conditions

Subject to many interruptions

Minimum Education

Baccalaureate Degree in fire protection, civil, mechanical, or electrical engineering or architecture.

Minimum Experience

Three years of experience in fire protection and life safety evaluation, design, engineering or installation.

Licensure and Certification

Possession of a Colorado Class "R" Driver's License. Completion of a Career Service Authority supervisory training course prior to completion of the probationary period. Registration as a Professional Engineer (PE) by the Colorado State Board of Registration for Professional Engineers at the time of application. Registration as a Professional Engineer by another state will be accepted in lieu of this requirement,

provided by the applicant is registered by the State of Colorado by completion of the probationary period.

OR

Registration as a Professional Architect by the Colorado State Board of examiners of Architects at the time of application.

Registration as a Professional Architect by another state will be accepted in lieu of this requirement, provided the applicant is registered by the State of Colorado by completion of the probationary period.