



## Office of Human Resources Fire Protection Manager - CE3342

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### General Statement of Duties

Manages multiple, distinctive functional professional work groups that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately.

### Distinguishing Characteristics

There are two general management classes within the fire protection engineering group, these are the Fire Protection Supervisor and the Fire Protection Manager.

The Fire Protection Supervisor is a first level management class. The Supervisor oversees a professional engineering work group within the Fire Prevention Division and is generally responsible for supervising first level Fire Protection Engineers and collaborating with Conveyance Group members.

The Fire Protection Manager is between the first level supervisor and the mid-level management classes (Fire Department's Division Chief). The Fire Protection Manager has multiple areas of responsibility over distinctive work groups (including Fire Protection Engineers and Conveyance Team) and has independent supervision over each area. Additionally, the manager is generally responsible for supervising first or second line supervisors.

### Essential Duties

Manages multiple Fire Protection Supervisors and the Conveyance Program Group who supervise Teams involved in plan review, project management, planning and design, or inspection of buildings, life safety & fire protection systems and conveyance systems.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Attends pre-design, construction, and code development meetings to represent the Fire Prevention Division and interpret standards and codes.

Communicates annual work plans to employees and ensures employees are focused on the work plan and achieving performance standards.

Establishes program level initiatives and implements process improvements to enhance City permitting process for Fire Code and Conveyance permits.

Monitors and directs daily operations to ensure fire code is correctly interpreted and followed. Ensures goals and objectives are met, services are provided efficiently and effectively, and takes corrective action when necessary. Serves as the Subject Matter Expert and advises the Division Chief of the Fire Prevention Division (Fire Marshal/Fire Code Official) on technical & Fire Code topics.

Stays apprised of trending national technical characteristics impacting the fire and conveyance industries and disciplines and updates Denver's code provisions and associated Policies & Guidelines to reflect these practices. Deploys training programs and efforts to keep the Fire Prevention Division apprised of evolving regulations.

Fosters working relationships with Professional Associations involved in the Building Construction and Conveyance Industries in the Denver Metro area. Deploys training programs and efforts to keep these entities apprised of evolving regulations.

Assists in the development of departmental budgets.

Ensures staff and financial resources are utilized appropriately and shifts resources based on business needs within budget restraints.

Resolves operational and management issues, makes decisions that are inclusive of multiple perspectives and solves underlying problems.

Represents the work area(s)/division in meetings with elected and/or appointed officials and other city entities. Serves as a city representative on various committees. Fosters collaborative relationships that benefit the organization.

Creates and administers work group procedures and recommends and implements process improvements and policies for work group(s). Approves or recommends for approval requested variances (Administrative Modifications).

Resolves escalated employee and citizen complaints.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Participates and offers guidance in the development of budgetary decisions and recommendations for operating and capital expenditures. Directs cost control activities.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Political Savvy** - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of Fire Prevention codes and standards sufficient to be able to provide consultation and interpretation for others.

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.

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.

Skill in developing and implementing policies and procedures related to the work assignment.

**Level of Supervision Exercised**

Manages multiple work groups within a division by supervising managers and/or supervisors of the Fire Protection Engineering and Conveyance Teams.

By position, matrix manages staff involved with programs.

**Education Requirement**

Bachelor's Degree in Engineering or Architecture .

**Experience Requirement**

Three (3) years of experience at the type and level of functional or operational management, which must have included management of professional individual contributors.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Requires registration as a Professional Engineer (PE) by the Colorado State Board of Registration for Professional Engineers at the time of application. Or requires registration as an Architect by the Colorado State Board of Registration at the time of application.

Registration in another state will be accepted in lieu of this requirement, provided that the applicant has Colorado registration at completion of probation.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls, inquiries, and conflicts. Subject to many interruptions.  
Subject to varying and unpredictable situations. Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices. Handling:  
Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check  
Education Check  
Employment Verification  
Licenses/Certification  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-18**

**FLSA Code: Y**

**Established Date: 10/17/2021**

**Established By: SO**

**Revised Date: 7/28/2024**

**Revised By: BM**

**Class History: 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement; 7/28/24 – Revised pay grade per CN1814.**