



STATE OF COLORADO
invites applications for the position of:

Section Chief, Fire and Safety Section

This position is open only to Colorado state residents.

CLASS TITLE: GENERAL PROFESSIONAL VII

LOCATION: Jefferson County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 690 Kipling Street, Lakewood, Colorado 80215

SALARY: \$6,841.00 - \$8,829.00 Monthly

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 05/14/14

CLOSING DATE: 05/28/14 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



The primary mission of the Department of Public Safety is to provide a safe environment for the citizens of Colorado by maintaining, promoting and enhancing public safety through law enforcement, criminal investigations, fire and crime prevention, recidivism reduction and victim advocacy. Currently, the divisions within the Colorado Department of Public Safety consist of the Colorado State Patrol, the Division of Criminal Justice, the Colorado Bureau of Investigation, the Division of Homeland Security and Emergency Management, the Division of Fire Protection and Control, and the Executive Director's Office.

The position as announced below is within the Division of Fire Prevention and Control whose primary mission is to provide leadership and support to Colorado communities in reducing threats to lives, property and the environment from fire through fire prevention and code enforcement; wildfire preparedness, response, and management; and the training and certification of firefighters.

DESCRIPTION OF JOB:

This position exists to coordinate and manage the daily operations of the Building Code and Fire Code branches of the Fire and Life Safety Section of the DFPC. Duties include developing an annual business plan, in accordance with the federal budget mission letter, state statutory mandates , and interagency agreements for staffing, workload , and fiscal budget.

This position will supervise a Deputy Section Chief (DSC) whose staff has primary statutory responsibility for enforcing building codes in public schools and junior colleges and also providing building code services in casinos, waste tire facilities, healthcare facilities, and other covered facilities throughout the State. This DSC is responsible for analyzing construction plan reviews and inspections for public schools, junior colleges, casinos, healthcare facilities, commercial, residential and other structures; evaluating fire resistance and life safety of structures, taking into consideration the usage and contents of the building; evaluating entrance/exit capabilities; ensuring that all construction permits issued, and building inspections are conducted in accordance with the requirements of statutes, regulations, and the adopted codes.

This position supervises a DSC whose staff has primary statutory responsibilities for enforcing fire codes in public schools and junior colleges, for enforcing the Life Safety Code in healthcare facilities, and for overseeing the installation and maintenance of fire suppression systems throughout the State. As with the Building Code Branch, the Fire Code Branch also provides fire and life safety code services in other covered facilities. This DSC is responsible for life safety and/or fire protection plan reviews and inspections for regulated healthcare facilities—including hospitals, residential board and care, and other facilities regulated by the Centers for Medicare and Medicaid Services (CMS), public schools, junior colleges, casinos, commercial, residential and other structures; evaluating the availability of water supplies and water delivery; ensuring that all fire protection permits issued, and fire inspections are conducted in accordance with the requirements of statutes, regulations, and the adopted codes. This DSC is also responsible for overseeing staff responsible for performing regular maintenance inspections on regulated occupancies, or ensuring that regular maintenance inspections are adequately performed by local jurisdictions.

This position is responsible for developing and managing a budget for the Section. Must use judgment and resourcefulness in evaluating and interpreting conflicts between the adopted building, fire and life safety codes, taking into consideration locally adopted codes and standards as applicable. In many cases, these interpretations will involve tailoring existing code requirements to be applied in particular and specific circumstances. Provides code interpretations—including approving recommendations for changes in design, materials, or equipment, such as structural component protection, fire protection equipment, alarm system, fire extinguishing devices and systems—based upon technical guidance of the two DSCs , within the agency and for the regulated community. The position will serve as the primary liaison with local jurisdictions, the regulated community, and other state and federal regulatory agencies and will advise, counsel or guide the processes of mediation and dispute resolution arising between disparate providers and enforcers. This will involve considerable coordination with healthcare facilities, schools, casinos, local fire departments, local building departments, the CMS, and other state and local agencies regarding the development and enforcement of building, fire and life safety codes, as well as development of effective and efficient policies and procedures. Work is accomplished with considerable independence within policy guidelines, with direction, supervision, and evaluation provided by the DFPC Director.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Graduation from an accredited college or university with a bachelor's degree in a field of study related to the work assignment and:

- **Minimum of five (5) years of experience in building, fire, and/or life safety code enforcement.**
- **Minimum of five (5) years of management experience. Management experience within a code enforcement organization is preferred.**
- **Bachelor's degree in business management, public sector management, or similar discipline.**
- **Certification by the International Code Council (ICC) as building plans examiner and commercial building inspector (or candidate must be able to attain certification within one year).**
- **Must have either:**
 - **Certification by the ICC as fire plans examiner and fire inspector II, OR**
 - **Certification by the National Fire Protection Association (NFPA) in fire plans review and fire inspection. (If this option is used, candidate shall achieve equivalent ICC certifications within one year.)**
- **Certification by the ICC as building official and/or fire code official, or be able to attain certification within one year. Certification by the Centers for Medicare and Medicaid Services (CMS) in basic life safety code or be able to attain certification within eighteen months.**
- **Demonstrated working knowledge in utilizing NFPA standards and codes adopted by the Division.**
- **Must have a thorough understanding of the intent, as well as the independent and interdependent relationship between building codes, fire codes, national standards, and hazardous materials compliance regulations.**
- **Ability to speak persuasively before groups and individuals**
- **Must have a working understanding of the legislative, regulatory, and code development processes**

Desirable Attributes:

- **Excellent verbal and written communication skills**
 - **Excellent interpersonal skills**
 - **Excellent meeting and team facilitation skills**
 - **Experience in dealing with sensitive/confidential information**
 - **Exceptional customer service ethic**
 - **Self-directed, innovative, and enthusiastic**
 - **Enjoys working with people and respects different viewpoints**
 - **Committed to safety, quality, and professionalism**
 - **Competent, experienced, and confident public speaker/professional presenter**
 - **Experience in effectively documenting accomplishments and accurate record-keeping**
- Documented committment to life-long learning**

The incumbent shall meet, or will meet within one year of hire, the job performance requirements specified in the National Fire Protection Association's Standard 1037, Standard for Professional Qualifications for Fire Marshal.

Appeal Rights

If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

Applicants must have a valid Colorado drivers license and be a resident of the state of Colorado. Applicants must have the ability and the willingness to travel frequently throughout the state. Applicants must successfully pass a polygraph, an extensive background investigation and a drug test. If you have used any illegal drugs within the past 3 years or have a felony conviction you will be disqualified and will not be hired.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Department of Public Safety, 700 Kipling Street, Ste. 1300, Lakewood, CO 80215

DEPARTMENT CONTACT INFORMATION:

Sandie Seegmiller, Human Resource Analyst, 303.239.5777

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #RAA 00110 5/2014
SECTION CHIEF, FIRE AND SAFETY SECTION
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.