

Chief Deputy State Fire Marshal

I. KIND AND LEVEL OF WORK

First of two classes in a series of managerial classes providing fire safety prevention, inspection, investigation and education management work. Positions in this classification reside in the Department of Public Safety and oversee and direct multiple teams within the State Fire Marshal division; are members of the division senior leadership and management team; formulate and interpret division policy; oversee budget, purchasing and other financial matters for assigned teams; coordinate human resource functions for assigned teams; and act on behalf of the State Fire Marshal in their absence.

II. DISTINGUISHING CHARACTERISTICS

The Chief Deputy State Fire Marshal class is a senior leader for the fire safety division and is responsible for the development and implementation of policy and long-term strategies for the division. This classification differs from the Deputy State Fire Marshal Supervisor which supervises the day-to-day operations of a single work unit performing fire safety inspection, fire/arson investigation, or other fire/life safety activities whereas the Chief Deputy State Fire Marshal directs the work of multiple Deputy State Fire Marshal Supervisors and their teams. The Chief Deputy State Fire Marshal class differs from the State Fire Marshal in that the State Fire Marshal class is a single incumbent classification that functions as the primary executive leader and has overall responsibility for the long-term planning and strategy and achievement of goals for the fire safety and pipeline safety divisions of the Department of Public Safety. The State Fire Marshal class oversees and directs the work of the Chief Deputy State Fire Marshal position.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Serve as a member of the State Fire Marshal division's senior leadership and management team, assisting with the development of the division's mission, vision, strategic plan, initiatives, policy and budget proposals and review of proposed legislation and fiscal notes so that department and state fire prevention and preparation goals and needs are met.
- Direct and lead the development and implementation of priorities, initiatives, work plans and projects for assigned supervisors and teams so that division and program outcomes are achieved.
- Direct the development, implementation, evaluation, and reporting of policies, priorities, programs, services, initiatives, standards, codes, procedures and goals for assigned teams so that their effectiveness is appropriately documented and communicated, and they are revised and improved as needed.

- Develop and manage the fiscal plan and budget for assigned teams so that prioritized initiatives, staffing needs, and associated expenses are properly funded, available when needed and expenditures are within appropriated amounts.
- Represent the division on assigned committees and councils and at conferences, meetings, official functions, and trainings so that division policies and perspectives are appropriately and effectively communicated. Serve as the acting State Fire Marshal in their absence.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- In-depth knowledge of Minnesota State Fire Code, national standards and their application.
- In-depth knowledge of basic principles and methods of fire safety and prevention programs.
- Working knowledge of fire department and fire ground operations.
- Thorough knowledge of the functions, procedures, organization and laws governing the Minnesota State Fire Marshal division.
- Thorough knowledge of management, business process improvement, policy development, and budget development and management principles and techniques.

Skills in:

- Human relations and communication to build and maintain strong relationships with State agency personnel, the legislature, the media, citizens and other constituents and stakeholders; balance competing requests; and coordinate the implementation of programs to reduce the loss of life and property.
- Leadership to direct the functions and responsibilities of a major division of State government, develop and carry out policies impacting the division, and direct and coordinate the efforts of subordinates.

Ability to:

- Develop and implement long-term strategies for a division; formulate, implement and interpret division policy; and effectively manage a division budget.
- Coordinate across the organization and other agencies as well as among different levels of government and private sector leaders to ensure the effective execution of key initiatives.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): State Fire Marshal Bureau Chief, 01/2011

REVISION HISTORY

Established 03/1995

Revised 01/2011, 06/2025