

Deputy State Fire Marshal Supervisor

I. KIND AND LEVEL OF WORK

Under administrative direction, an employee in this classification performs professional supervisory work regarding fire inspections and investigations and resides only in the Department of Public Safety. Employees in this class supervise personnel performing fire investigations, fire safety inspections, or other related fire/life safety activities; develop policies and procedures for the work unit; develop and manage the work unit's budget within allocated resources; ensure the work unit is adequately staffed; may perform inspections and/or investigations when requested or of a particularly difficult or complicated nature; and may be involved in outreach and education programs designed to promote fire safety and prevention.

II. DISTINGUISHING CHARACTERISTICS

The Deputy State Fire Marshal Supervisor class is focused on managing the day-to-day operations of a single work unit performing fire safety inspection, fire/arson investigation, or other fire/life safety activities. This classification differs from the Deputy State Fire Marshal Senior which provides leadwork, mentoring and guidance to coworkers whereas the Deputy State Fire Marshal Supervisor has supervisory authority to direct the work of individual contributors. This classification differs from the Chief Deputy State Fire Marshal class as the Chief Deputy State Fire Marshal class oversees and directs the work of multiple fire investigation, fire safety inspection, or other related fire/life safety activities teams through multiple Deputy State Fire Marshal Supervisor positions.

III. EXAMPLES OF WORK/DUTIES

- Supervise staff so that employees effectively perform assigned job duties, annual objectives of the work unit are achieved, and applicable labor agreements and plans are equitably administered.
- Direct the unit's fire safety inspection plans or fire investigations ensuring inspections or investigations are processed in a timely manner and consistent with State code, laws, and rules; nationally recognized standards; and best practices, processes, and the latest technologies. Independently respond to requests for inspections or investigations from fire service or law enforcement authorities.
- Direct the development and oversee the provision of information and training related to fire codes, fire data, fire protection systems, fire prevention, fire safety, and fire protection so that fire code officials, contractors and the general public are aware of fire safety requirements and the means to reduce the number and severity of fires.
- Represent the division, as directed, on committees and councils, at legislative hearings, with the media and general public so consistent fire protection/prevention messages are transmitted and effective fire safety actions can be implemented.

- Ensure related administrative functions are accurately performed; inspection, investigation and plan review data are appropriately collected, compiled and reported; procedures and policies are developed and documented; and budget requests are submitted on time and monitored.
- Draft language for new provisions and revisions to existing fire protection licensing rules.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Expert knowledge of fire origin and protocols for investigations or inspections to develop and implement programs for education and training of fire personnel.
- Expert knowledge of fire protection systems, State fire code, Minnesota fire protection licensing laws and rules, fire-related criminal statutes, civil and criminal legal processes, court interpretations, and National Fire Protection Association and related national standards.
- Considerable knowledge of department and division policies, procedures, and functions.

Skills in:

- Preparing evidence for court proceedings and providing testimony in court.

Ability to:

- Plan, organize, direct, delegate, analyze performance, train, coach and motivate staff to achieve division initiatives.
- Determine and recommend staffing and financial needs of a work unit.
- Communicate effectively verbally and in writing and address issues with diplomacy and tact under favorable and unfavorable conditions.
- Establish effective and respectful working relationships with staff members, all levels of the organization, and other local, state and national fire, law enforcement, and governmental agencies or professional organizations.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

For arson work units, current certification issued by the International Association of Arson Investigators as a Certified Fire Investigator (CFI).

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): State Fire Safety Supervisor, 07/2025

REVISION HISTORY

Established 05/1976

Revised 10/1978, 04/1982, 06/2025