



# Fairfield Fire Department



## Expectations & Responsibilities Fire Marshal

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It is the responsibility of every member of the Fairfield Fire Department to provide the citizens of Fairfield with quality service and display integrity, pride, and respect. The expectation of all employees is a high level of professionalism, competency, and a positive attitude. In order to achieve these goals, it is important for each member to know what is expected of them as well as the rest of the team, and who is responsible for what. Maintaining open communication and knowing expectations in advance are key to effective leadership within the department.

The following is a list of expectation and responsibilities that apply to you and those with whom you work.

- ✓ Stay within your budget(s)
- ✓ Ensure that Fire Prevention staff training is completed and submitted in a timely fashion
- ✓ Complete employee evaluations on time being sure to include both positive feedback and constructive criticism with suggestions for improvement
- ✓ Meet weekly with Fire Prevention staff
- ✓ Act as a resource to your crew and a liaison to management
- ✓ Publicly support Management Team decisions once they are made. The time and place for disagreement is at the Management Team meetings. Once a decision is made by the group you are expected to stand by it
- ✓ Help other managers when possible
- ✓ Act in a professional manner with outside agencies-remember often you are the sole “face” of the department
- ✓ Remember you are now in a leadership and evaluator position. Don’t hold grudges with employees or former peers.
- ✓ Review Fire Inspector Expectations
- ✓ If an issue arises with any employee, address the problem immediately and follow up with their supervisor.
- ✓ Discuss with Operations DC if you are unsure how something should be handled. If they are not available, then go to Support Service DC
- ✓ Minimize overtime
- ✓ Communicate with B.C. team, including but not limited to, passing on information to the oncoming shift and sharing relevant information with those not in attendance.
- ✓ Remember what goes on in the Chiefs’ Meeting should stay there. Discussions are to be considered privileged and confidential unless otherwise decided by the group (if you are unsure, ask before sharing information)
- ✓ Complete assigned projects in a timely fashion
- ✓ Hold your employees accountable for Department policies and procedures
- ✓ Assume the best intentions from supervisors, peers and employees



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- ✓ Attempt to solve small problems instead of foster big ones
- ✓ Communicate your needs and concerns as they arise
- ✓ Work to create a collaborative environment between labor and management
- ✓ Understand that when issues arise including problems, frustrations, and group dynamics it is your job to address them and ultimately solve them. Speaking out in frustration without follow up will result in follow up by the deputy chief.
- ✓ Make decisions. You are a high-ranking member of this organization and an unwillingness to make decisions without others, "signing off," on them is viewed as weakness and can affect future promotions and current reputation.
- ✓ Attend city safety meetings and address department issues
- ✓ Report progress at Chiefs meetings
- ✓ Build systems and processes that ensure individuals remain current with all required certifications and licenses
- ✓ Perform an annual assessment of training requirements and ensure they are being met
- ✓ Receive and evaluate public feedback. Serve as a bridge between government and the community.
- ✓ Remember what goes on in the Chiefs' Meeting should stay there. Discussions are to be considered privileged and confidential unless otherwise decided by the group (if you are unsure, ask before sharing information)
- ✓ Facilitate collaborative efforts with all City Departments in an effort to streamline consistent efforts regarding life and safety issues
- ✓ Supervisors will facilitate and standardize all onboarding and offboarding for new and departing employees
- ✓ Market the Fire Prevention Bureau.
- ✓ Make decisions. You are a high-ranking member of this organization and an unwillingness to make decisions without others, "signing off," on them is viewed as weakness and can affect future promotions and current reputation.
- ✓ While at work, employees are expected to exercise discretion in using personal cell phones. Cell Phones should be turned off or set to silent or vibrate mode on calls, during meetings, conferences and in any circumstance where incoming calls or messages may be disruptive. Personal use of cell phones should not interfere with employee productivity or be distracting to others.
- ✓ At no time shall persons driving department vehicles utilize their cell phones.
- ✓ Breaking confidentiality will not be tolerated and will result in immediate disciplinary action
- ✓ Ensure mandatory & required life safety inspections are performed annually.
- ✓ Interact with Community Groups, Partnerships, & Collaborative Efforts.
- ✓ Follow the three (3) E'S of Fire Prevention- Enforcement, Education, & Engineering.



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I have discussed these expectations with my supervisor and acknowledge receiving a copy of these expectations which will be placed into my personnel file.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_