



**Unclassified Job Announcement**

*The Nevada Department of Public Safety is Seeking a  
State Fire Marshal*

**The Position:**

The position is located in Carson City, Nevada, the Administrator serves as the Chief of the State Fire Marshal Division, within the Department of Public Safety.

**Job Duties:**

- ❖ Manages 23 employees (combination of sworn and non-sworn)
- ❖ Responsible for administrative, fiscal and operational functions of the Division
- ❖ Enforces all laws and adopts regulations relating to the prevention of fire
- ❖ Responsible for the fire and life safety inspections of State owned or occupied buildings or facilities.
- ❖ Responsible for the oversight of plans and review conditioning for building plans for non-structural fire and life safety measures
- ❖ Responsible for establishing the State minimum fire code and regulation
- ❖ Establishing regulations and standards for the licensing and credentialing of individuals performing industry fire protection activities
- ❖ Sets standards for fire protection equipment and appliances
- ❖ Responsible for the oversight and delivery of fire origin and cause determination investigation services throughout the State
- ❖ Suppression and punishment of arson and fraudulent claims or practices in connection of fire losses
- ❖ Serves as the State Liaison to the Nevada Fire Service
- ❖ Manage and Supervise direct reporting subordinates
- ❖ Works with media in dissemination of fire safety and prevention information
- ❖ Regulates the storage of combustibles, flammables, fireworks and commercial explosives
- ❖ Works cooperatively with the Division of Licensing for establishing minimum standards for fire and life safety in License Care Facilities
- ❖ Works cooperatively with the State Forester in the preparation of regulations pertaining to wildfire prevention and hazard reduction
- ❖ Responsible for establishing and delivering fire service training based upon nationally recognized standards
- ❖ Responsible for delivering hazardous materials first responder training
- ❖ Coordinates activities related to federal grant funding programs for rural fire departments
- ❖ Fire prevention education
- ❖ Responsible for the National and Nevada Fire Incident and Reporting System (NFIRS) data gathering and annual reporting
- ❖ Provides assistance services when requested by other agencies

- ❖ Serves as Secretary to the Nevada Board of Fire Services
- ❖ Appointed as commissioner on the State Emergency Response Commission (SERC)
- ❖ Testifies before legislature
- ❖ Interacts with various federal, state, local government agencies and Tribal entities
- ❖ Stays current with information and knowledge of fire service issues and practices
- ❖ Serves as an advisor to the DPS Director and the Governor on Fire Service Issues

### **Minimum Qualifications:**

Bachelor's degree from an accredited college or university in fire science, fire administration, fire prevention or fire protection engineering is highly desirable; OR possess an associate degree in fire science with six years of progressive fire service, fire prevention, and management experience at the chief officer level, fire marshal or deputy fire marshal level with a paid/career fire agency; OR extensive fire service related training with a minimum of ten years of progressive fire service, fire prevention, and management experience at the Chief Officer, Fire Marshal or Deputy Fire Marshal level with paid/career or combination paid/volunteer fire agency.

### **Salary and Benefits:**

Up to \$110,711 (Salary reflects Employee/Employer Paid Retirement), \$110, 711 is the maximum salary allowance for this position and is non-negotiable. Nevada does not have a state income tax. Medical, dental, vision care, life and disability programs; 11 paid holidays a year; three weeks of annual leave; three weeks of sick leave with no limit on accrual; state pension with an employer-paid contribution plan; tax sheltered deferred compensation plan is available. State employees do not contribute to Social Security, but a Medicare deduction is required.

### **Selection Process:**

Resumes will be reviewed to determine those applicants with the most appropriate qualifications. The Director of Public Safety will request the Board of Fire Services to conduct interviews of the selected candidates. The Board of Fire Services will present, to the Director of Public Safety, a list of not fewer than three candidates for appointment consideration. The Director of Public Safety will make the selection and appointment of the State Fire Marshal.

### **To Apply:**

To apply for this career opportunity, please send your resume and letter of interest via mail, email, or fax to:

Nevada Department of Public Safety Human Resources  
Attn: Shauna Bakkedahl, Human Resource Officer II  
555 Wright Way  
Carson City, NV 89701  
**Phone:** 775-684-4693  
**Email:** [sbakkedahl@dps.state.nv.us](mailto:sbakkedahl@dps.state.nv.us)  
**Fax:** 775-684-4884

Please do not hesitate to call Shauna with any questions you may have regarding this position or the application process.

**Process Schedule:**

Resume and Letter of Interest Filing Deadline..... November, 30, 2016  
Interview Process..... Week of December 12, 2016

*These dates have been confirmed; therefore, it is recommended you plan your calendar accordingly.*

***Equal Employment Opportunity Employer***