



CITY OF
BELLEVUE, WA

INVITES YOUR
INTEREST IN
THE POSITION OF

FIRE MARSHAL



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

The City is nestled between Lake Washington and Lake Sammamish and surrounded by the scenic vistas of the Cascade Mountains to the east and Olympic Mountains to the west.

THE COMMUNITY

The City of Bellevue is located just 8 miles east of Seattle and lies in the heart of the Puget Sound regions in the western part of Washington State. The City is nestled between Lake Washington and Lake Sammamish and surrounded by the scenic vistas of the Cascade Mountains to the east and Olympic Mountains to the west.

With beautiful parks, top rated schools and a bustling economy, Bellevue is consistently ranked among the best cities in the country with a great quality of life. Surrounding a vibrant, urban downtown are the many outstanding neighborhoods that define this wonderful City. In close proximity to downtown, there is excellent medical care, including a major hospital (Overlake Medical Center), Group Health Medical Center, and the Children's Hospital Clinic and Surgery Center, all conveniently located adjacent to downtown.

Bellevue has grown over the last decade from a quiet suburban bedroom community, to a dynamic, multi-cultural city. The City is culturally diverse with about 39 percent of its population having been born in a foreign country and 50 percent being of a minority race or ethnicity. Bellevue is an economic powerhouse. More people work in the City than reside there making it the second largest employment center in King County. Employment remains strong, with an unemployment rate below the national average. Bellevue's school district is continually ranked among the nation's top in the country. The school's athletic programs are excellent as well, and because of Bellevue's diverse population, more than 90 languages are spoken in the public schools.

Cultural activities are abundant and numerous celebrations and festivals honor the rich variety and heritage of those who call Bellevue "home". In addition, given the abundant and close natural amenities, outdoor recreation and athletics offer plentiful opportunities for everyone. The Seattle area also hosts several professional sports teams, including the Seahawks (professional football), Mariners (major league baseball), Sounders (major league soccer), and Storm (women's professional basketball).

THE ORGANIZATION

Since its formation in 1965, the Bellevue Fire Department has embraced the guiding principles of exceptional public service, integrity, stewardship, innovation, and commitment to its employees. As a result, the department has enjoyed consistently high levels of customer satisfaction for the services residents have received over the past 50 years. Bellevue Fire has fostered continuous improvements in its personnel and its standards for operational performance to keep pace with the robust economic and population growth the City has experienced.

Bellevue Fire has maintained its international accreditation standard since 1998, most recently receiving re-accreditation in 2018 from the Commission on Fire Accreditation International. Bellevue Fire proudly maintains a Class 2 rating within the State of Washington, conferred by the Washington State Survey and Rating Bureau, a distinction that



places the Bellevue Fire Department among the top three fire departments within the state and in the top one percent of 46,699 rated fire departments within the nation. The State of Washington insurance rating system is unique from the rest of the country and is different from the Insurance Services Office, Inc. (ISO) rating otherwise used to assess the performances of fire departments throughout the United States.

THE DEPARTMENT

The Bellevue Fire Department currently provides fire suppression, prevention, and emergency medical services (BLS & ALS) to the City of Bellevue and contracts for fire and emergency medical services with the surrounding communities of Beau Arts Village, Clyde Hill, Hunts Point, Medina, Newcastle and Yarrow Point, representing approximately 160,000 residents over 41 square miles.

The Bellevue Fire Department operates nine (9) fire stations operating through a central 911 dispatch center and unified communications system that is managed by the North King County Regional Public Safety Communications Agency (NORCOM). In 2016 the Bellevue Fire Department responded to over 18,700 calls for service with more than 80 percent of those for medical emergencies. The Department's Public Safety Training Center is located in Bellevue and the fire department's administrative headquarters operates out of Bellevue City Hall. Fire employees are represented by the International Association of Firefighters (IAFF) Local 1604 in collective bargaining units: 1) firefighters, 2) fire battalion chiefs, and 3) fire prevention officers.

The Bellevue Fire Department is a transport, basic life support (BLS) and advanced life support (ALS) provider. Through the King County regional EMS system (Medic One), Bellevue Fire currently serves as one of six ALS providers within King County. Bellevue's Medic Units #1 and #2 are located in Bellevue, Medic Unit #3 is in North Bend and Medic Unit #14 is in Issaquah. The total area served for the provision of ALS services by the Bellevue Fire Department expands to approximately 300 square miles, serving a population of approximately 280,000.

THE POSITION

Under general direction of the Fire Chief, the Bellevue Fire Marshal is a leader on the executive team and manages the fire prevention program for the City through a variety of administrative, technical, and supervisory work related to fire safety. Duties include directing staff in the day-to-day in the fire prevention division, overseeing municipal code enforcement, and fire inspection; providing technical expertise related to fire code, engineering, plan check, and fire inspection and investigation techniques and procedures; supervising the plan checking of industrial, commercial, multi-family residential structures, and performing the more difficult and complex fire related inspections.

The responsibilities and essential functions of the Fire Marshal may include, but are not limited to, the following:

- Develops, coordinates, maintains, and supervises all fire prevention and code enforcement programs.
- Meets with and provides information to the public, contractors, and architects; interprets fire code requirements for builders, subcontractors, designers, owners, and members of the general public.
- Investigates fire and municipal code enforcement complaints and violations.
- Reviews plan check for industrial, commercial, public, and residential structures and buildings for compliance with fire-related codes and ordinances in residential, business, or public buildings to ensure compliance with applicable fire-related building, electric, mechanical, fire, and safety codes, safety orders, ordinances, and regulations.
- Reviews new construction projects for compliance with applicable codes and ordinances.
- Represents the City at professional and technical meetings, providing comments and analysis concerning new and revised codes and standards.
- Coordinates the preparation, training, and implementation of the adoption of new and/or revised codes, standards, ordinances, or other regulations application to fire prevention and code enforcement.
- Develops and implements referenceable and repeatable procedures for staff.
- Supervises, leads, mentors and educates prevention staff.
- Serves as acting Fire Chief in the absence of the Fire Chief and/or Deputy Fire Chiefs.
- Works cooperatively with other divisions within the department, other departments within the City and neighboring agencies as a Fire Department representative.
- Performs all other duties, as assigned.



THE IDEAL CANDIDATE

To serve as its next Fire Marshal, the City of Bellevue is currently seeking a highly energetic, strongly motivated individual with excellent leadership skills and the ability to deal effectively with the sometimes challenging and highly charged environment of fire protection and building safety. The incumbent will demonstrate the ability to coach and mentor staff and assist business leaders to understand the bigger picture and work collaboratively to define and deliver key solutions and results. He or she will be creative and innovative in seeking new revenue sources, partnerships, and new ways of delivering sustainable services and be able to build good rapport with various entities to coordinate activities. The ideal candidate must be a self-starter, who is able to work independently and demonstrates a proactive approach to resolving issues before conflicts arise. The incumbent will establish relationships and work cooperatively with City Council, City staff, and the public. He or she will be someone who consistently demonstrates

sound professional judgment, reasons logically, and takes a strategic approach to problem-solving.

The ideal candidate will have a track record of maintaining the highest level of integrity by adherence to ethical and professional standards.

The administrative aspects of this position will require strong management, technical, and budget administration skills along with excellent verbal and written communication skills. The Fire Marshal is expected to periodically attend and make presentations at City Council meetings and regularly attends City Planning Commission meetings. As such, the incoming Fire Marshal must be capable of and comfortable speaking publicly, representing the Department and the City effectively in meetings with internal and external agencies. The Department will benefit from a candidate who is proficient in the use of modern technology,

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including computer and database applications, and has hands-on, practical experience with current office and fire prevention software platforms.

The successful candidate should demonstrate technical expertise in all aspects of fire investigation, fire inspections and have knowledge of federal, state, and local codes, ordinances, and regulations in relation to fire prevention and fire code enforcement; state and municipal codes, ordinances, regulations relating to construction, electrical, mechanical, fire, heating and gas installations; principles, practices, and techniques of training, including adult learning concepts; principles of management, supervision, and employee development; principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts; principles and techniques of effective customer service; principles, practices, and techniques of modern management and supervision; principles and practices of project management, administrative analysis, and report preparation; fire-related building construction materials and accepted safety standards; standard office practices and procedures, including automated records management.

Candidates must possess a Bachelor's degree or equivalent from an accredited college or university with a degree in Fire Protection Engineering/Technology or other related fields; any combination of education, experience and training that would provide the required knowledge, skills, and abilities would be qualifying. Candidates must also possess an International Fire Code Inspector and Plans Examiner certificate; and five (5) or more years of progressively responsible related experience in fire prevention, code enforcement, and/or investigation, including the supervision of firefighters and other fire department staff; and may be required to possess or have the ability to obtain a driver's license.

THE COMPENSATION

The annual salary range for the incoming Fire Marshal is \$109,422 – \$151,048; placement within this range is dependent upon qualifications. The City also offers a comprehensive benefits package, which includes:

Retirement – The City participates in the Washington State Department of Retirement Systems (DRS) Pension Plan. Benefited employees participate in a mandatory defined benefit 401 (a) pension plan administered by DRS with a lifetime monthly retirement pension amount based on a formula. Each plan has its own contribution rates, retirement age eligibility, and pension benefits.

Health & Welfare – The City offers choice of medical HMO (Kaiser Permanente), PPO (Premera Blue Cross) plans and offers two dental options (Delta Dental or Willamette Dental) and vision coverage (VSP). Employees who have medical coverage may also contribute to a Flexible Spending Account (FSAs) through Navia Benefit Solutions where pre-tax dollars may be used to receive reimbursement for eligible expenses. There are two types of FSAs: Health Care and Dependent Care.

Employee Assistance Program (EAP) – At no charge, employees and their families may receive confidential and professional assessments, counseling, and referral service 24 hours a day, seven days a week.

Life Insurance Policy – Group Life and AD&D available.

Long-Term Disability Insurance – Employees who are disabled for more than 180 days while employed may receive up to 60% of salary, up to \$5,000 per month, reduced by other income received.

Vacation – ?

Sick Leave – ?

Holiday Leave – 10 paid holidays and 2 personal holidays per calendar year.

Education Incentive – Tuition Reimbursement Program (based on eligibility)

Other Benefits – An ORCA Card buss pass, on-site training programs, on-site flu shots, free on-site fitness center and City Hall and Bellevue Service Center, on-site deli and espresso stand at City Hall, flexible work schedules may be available, The Municipal Employees' Benefit Trust (MEBT), and 457 Deferred Compensation Plan.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
Open Until Filled
First Review of Resumes on
February 1, 2021**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will then be invited to participate in an assessment center which may include any or all of the following: a series of tests, activities and/or simulation exercises. Candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Bellevue. Candidates will be advised of the status of the recruitment following selection of the Fire Marshal.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080

