



Who we are and what we do:

The mission of the State Fire Marshal's Office (SFMO) is to reduce the loss of life and property due to fire.

How you make a difference in this role:

The Fire Loss Consultant (FLC) Supervisor will represent the State Fire Marshal's Office to partners across the state and country. This position is responsible for working with local fire departments to provide them with the technical assistance to determine cause and origin of fires and to reduce the loss of life and property from fire.

Fire Loss Consultant Supervisor Administrative Services Assistant 4 #42145 Commerce and Insurance Nashville, TN \$3958

Overview: The Education & Outreach section of the State Fire Marshal's Office (SFMO) provides community risk reduction analysis and valuable fire prevention resources to the public and fire service. Through the analysis of fire incident data, this section develops strategies to reduce fire loss in communities throughout the state. This section manages the Tennessee Fire Incident Reporting System (TFIRS), fire department recognition, "Get Alarmed, TN!", and the statewide fire fatality database amongst a range of other preventative and awareness based programs. This solicitation seeks to support the work of this section through the addition of a Fire Loss Consultant (FLC) Supervisor who will coordinate assigning contractors to provide technical assistance to local fire departments and Fire Chiefs. Fire industry experience is preferable in this position.

Key Responsibilities: The FLC Supervisor, will at the direction of the SFMO, coordinate a response to requests from fire departments throughout the State of Tennessee to provide local departments and Fire Chiefs with technical assistance to better determine the cause and origin of non-criminal fires and to provide complete incident reports using national standards and best practices from the United States Fire Academy. This position is also responsible for researching and maintaining the state's fire fatality database and using provided technology to gather data to create reports.

Minimum Qualifications: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to four years of full-time increasingly responsible professional staff administrative work.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years. **OR**

Three years of increasingly responsible professional administrative services experience with the State of Tennessee.

Preferred Experience: Show proof of completion of Fire Investigator I certification; Practical experience consisting of at least three (3) years determining, or reporting the origin, cause, and estimated property values related to structure fires, OR At least five (5) years of practical experience determining, classifying, or reporting the origin, cause, and estimated property values related to structure fires.

For more information:

Contact Michelle Price at michelle.price@tn.gov or 629-259-1713.

This is a preferred service position. You must apply [here](#) and meet the minimum qualifications to be considered.