



# FIRE MARSHAL/ASSISTANT CHIEF

## City of Greeley, CO



PROFESSIONAL | COMPASSIONATE | SERVICE





# The Community

Located just 52 miles northeast of Denver and 30 miles from the Rockies, Greeley, Colorado is a dynamic, fast-growing community with a population of over 116,000 and projections to double by 2050. It is among the top 10 largest cities in the state and ranks as one of the fastest-growing metro areas in the U.S. Greeley's strategic location near major highways and Denver International Airport makes it a regional hub for commerce, education, and culture.

Greeley's economy is as diverse as it is vibrant, with strengths in agriculture, energy, healthcare, education, and manufacturing. The city is home to industry leaders like JBS USA, Chevron, and Leprino Foods, along with educational powerhouses such as Aims Community College and the University of Northern Colorado. A strong commitment to workforce development, innovation, and infrastructure fuels the city's long-term vision for sustainable growth.

As one of Colorado's certified Creative Districts, Greeley boasts a rich arts and culture scene—from nationally recognized orchestras and civic centers to lively festivals like the Greeley Stampede and OktoBREWfest. The city's recreational offerings are just as impressive, with over 650 acres of parks, a 21-mile trail system, and quick access to both the Pawnee National Grasslands and Rocky Mountain National Park.

With accolades such as "2025 Community of the Year" and a robust public safety investment strategy, Greeley is not just a place to live, it's a place to thrive. A newly approved 300-acre entertainment district and expanded transit infrastructure are setting the stage for the city's next exciting chapter.







## Government

Greeley operates under a council-manager form of government as a home rule city. Its elected City Council consists of a mayor and six members, four from wards and two at-large who serve staggered terms. The Council is responsible for setting city policy, while the appointed City Manager oversees the day-to-day administration of city operations. The City Manager, Raymond C. Lee III, has led the organization since 2022 and works closely with a collaborative council.

With a 2024 budget of \$311 million and a workforce of approximately 1,161 full-time employees, Greeley is focused on seven key priorities: business growth, community vitality, high-performance government, housing, infrastructure, quality of life, and public safety. Major capital projects, including a new city hall, hotel and conference center, and downtown revitalization efforts, reflect the City's commitment to innovation, service, and strategic growth.

## The Fire Department

The Greeley Fire Department (GFD), established in 1871, provides professional, all-hazards emergency response and prevention services across a 64.5-square-mile area. Operating from seven fully staffed stations, GFD handles approximately 18,000 calls annually with a frontline team of 139 full-time employees and a daily minimum staffing of 31. The department holds an impressive ISO Class 2 rating and consistently exceeds national benchmarks in EMS response and cardiac save rates.

GFD provides Advanced Life Support (ALS) services at the paramedic level, while transport is contracted through UCHHealth EMS. In addition to serving the City of Greeley, GFD also supports the Western Hills Fire Protection District through an intergovernmental agreement. Specialized services include hazardous materials response, dive rescue, wildland firefighting, and technical rescue operations.

Committed to prevention as much as response, GFD oversees fire code enforcement, public education, and fire investigations. The department also runs a community paramedic program focused on follow-up care and mental health support, designed to reduce non-emergency 911 call volume.

With a strong foundation and future-focused goals, including pursuing international accreditation and implementing a new master plan, GFD exemplifies professional, compassionate service rooted in operational excellence, leadership, and community trust.







## The Position

The Fire Marshal / Assistant Chief is a key member of the Greeley Fire Department's Executive Leadership Team and plays a vital role in shaping the safety and resilience of the city. Reporting directly to Fire Chief Brian Kuznik, this position leads the department's Fire Prevention Bureau and serves as a visible ambassador for the department throughout the community. The Fire Marshal supervises a Deputy Fire Marshal, Administrative Assistant, two Fire Inspectors, and a Community Education and Risk Reduction Specialist, and works closely with internal departments, contractors, and partner agencies to ensure fire and life safety across the city.

The Fire Marshal is responsible for overseeing fire code enforcement, building and site plan reviews, fire inspections, public education, and fire investigations. In addition to managing the division's personnel and budget, this individual also contributes to the department's broader strategic initiatives, including accreditation preparation, interdepartmental coordination, and emergency response leadership. The Fire Marshal also serves in the on-call Duty Officer rotation and may act on behalf of the Fire Chief when needed.

### Upcoming Opportunities and Challenges:

- The Fire Marshal will be responsible for putting into action several priority recommendations from the recent department assessment, including increasing fire inspections in commercial occupancies, launching a formal pre-fire planning program, and strengthening the department's data and performance systems.
- With Greeley's rapid growth, the Fire Marshal must scale prevention efforts to match increased development demands—ensuring effective code enforcement, streamlined permit reviews, and proactive risk mitigation citywide.
- The Fire Marshal will lead the efforts in creating a comprehensive Community Risk Reduction / Fire and Life Safety Education Program to ensure the community is prepared and resilient.
- The department is actively preparing to pursue international accreditation. The Fire Marshal will assist in developing the department's first-ever Community Risk Assessment.

# Duties and Responsibilities

- Provide overall management and supervision of all fire prevention activities within the City of Greeley.
- Directly supervise and evaluate assigned employees by applying City of Greeley and Fire Department policies and procedures. Aid and direct assigned employees on daily tasks and assignments. Maintain discipline through the administration of policies and procedures, including issuing discipline up to the authorized level in policy, and make effective recommendations to the Fire Chief on other related personnel actions.
- Assist in the development and implementation of policies, procedures, goals, and objectives for the Fire Prevention Bureau.
- Administer fire codes to ensure protection of life and property. Develop, present, and implement code modifications and amendments as necessary. Prepares code adoption documentation for the City of Greeley, collaborates with stakeholders, and makes presentations to elected officials.
- Work cooperatively with the Chief Building Officials and Community Development staff, and the community, to ensure thorough, organized, and timely permit processing and site inspections.
- Using the City of Greeley Municipal Code, International Codes, and related Standards, manage and perform detailed and technical plan review of new buildings, tenant improvements, and new site development permit applications for compliance.
- Prepare Division budgets; assists with budget implementation; participate in the forecasting of additional funds needed for staffing, equipment, materials, and supplies; and administers the approved budget.
- Develop, implement, and conduct procedural methods and practices for reviewing plans, conducting inspections, and investigating fire loss incidents.
- Conduct field inspections of construction projects and inspect buildings and facilities as necessary. Evaluates and enforces existing fire safety conditions and Federal, State, and local codes applicable to fire safety.
- Oversee and review annual inspection program. Develop inspection policies, procedures, and priorities aimed at enhancing fire and life safety conditions within the community.
- Conduct or supervise fire investigations. Ability to document fire scenes. Documents and preserves evidence. Produces and provides oral or written testimony or reports.
- Attend regional and state meetings of related agencies, as well as other relevant meetings and conferences, to maintain current knowledge of regional affairs that impact Fire Prevention activities. Staying current with code interpretations, fire investigation, and public education programs/techniques.
- Maintain complete and permanent records of all Fire Prevention Division activities, including public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, the cause of fires occurring within the district, the owner and occupant of the property involved, and loss of such property and other information considered necessary.
- Submit monthly and annual reports to the Fire Chief summarizing fire prevention activities.
- Make presentations before the City Manager's Office and City Council on fire prevention matters, as necessary.
- Support the Deputy Chief with daily emergency and non-emergency operations as assigned.
- May assume overall management of emergency resources throughout the city or may assume command of large-scale incidents.
- Serve as a key public-facing leader for the department, representing the Fire Prevention Bureau at community events, public meetings, and interagency collaborations. Acting as a primary point of contact for operational questions, media inquiries during major incidents, and coordination with outside fire and public safety organizations.
- Maintain close communication with division managers and meet regularly with the Fire Chief to align on strategic priorities and ongoing projects.
- Develop relationships with internal and external stakeholder groups, including Greeley Firefighters Local 888. Collaborates with other City of Greeley Departments, local, regional, and national fire associations.





## Knowledge, Skills, and Abilities

- Knowledge of the structure and operations of fire departments and Colorado municipalities.
- Familiarity with modern fire prevention, suppression, and investigation practices.
- Understanding of applicable federal, state, and local laws, codes, and regulations.
- Knowledge of hazardous materials, associated risks, and relevant safety codes.
- Ability to plan, lead, and continuously evaluate the department's fire prevention programs.
- Skilled in presenting information clearly to the public, contractors, and internal staff and departments.
- Proficient in Oracle, ESO, Central Square, eTrakit, TargetSolutions, CrewSense, and Microsoft Office Suite.
- Leadership skills necessary to support safe, effective operations for all emergency and non-emergency events in the City of Greeley.



## Education and Experience

Qualified applicants will have a bachelor's degree in Fire Administration, Fire Science, Fire Protection Engineering, or a related field, and a minimum of two (2) years of experience at the rank of Lieutenant or higher in a comparable or larger department; a master's degree is preferred. A minimum of ten (10) years of relevant fire service experience, and a minimum of five (5) years in management or command-level roles (Battalion Chief or above) is preferred.

## Required License/Certifications

- State or National EMT-B certification
- FEMA NIMS 100, 200, 300, 400, 700, 800 certifications
- Fire Inspector I, II, and III (Plans Examiner) – ICC and State of Colorado (or ability to obtain within 6–9 months)
- Fire Investigation certification (IAAI or NAFI) (preferred)
- Blue Card Hazard Zone Management Certification (or ability to obtain within 6 months)
- Valid Colorado Driver's License
- Chief Fire Marshal designation (ICC or CPSE) (preferred)
- Completion of Executive Fire Officer curriculum at the National Fire Academy (preferred)
- Experience in an accredited fire service organization (preferred)

\*Any combination of education, training, and experience demonstrating proficiency and ability to fulfill the responsibilities may be considered.

## The Ideal Candidate

The ideal candidate will be a seasoned fire service professional who blends technical knowledge with visionary leadership. The ideal candidate should be a strategic thinker and problem solver with a deep understanding of fire prevention codes, inspection programs, fire investigation, and plan review. This person should be a forward-thinking leader who is comfortable with data, budget development, policy implementation, and thrives in a fast-paced, growth-oriented environment.

The ideal candidate should be good at building relationships with strong interpersonal and communication skills who can lead a high-performing team, navigate political dynamics, and collaborate across departments and external agencies. With the ability to mentor staff and uphold accountability, the successful candidate will be approachable, ethical, and service-oriented. Experience working in a union environment, implementing performance-based systems, and managing organizational change is highly desirable.

Above all, the next Fire Marshal will embody Greeley's values of professionalism, compassion, and service - balancing tradition with innovation and supporting the Fire Department's commitment to community excellence.



# Salary

The City of Greeley is offering a salary range between \$131,700 - \$184,400, commensurate with experience, and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

## How to Apply

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)  
Reference: GREELEYFMAC

Affion Public  
PO Box 794  
Hershey, PA 17033  
717-214-4922  
[www.affionpublic.com](http://www.affionpublic.com)



*The City of Greeley is an Equal Employment Opportunity Employer.*

