



Fire Marshal

Summary

Plan, organize, coordinate, and direct the work of the Fire Prevention Division of the Fire Department; supervise professional and other support staff in the investigation of fires, fire prevention, code compliance, inspections, hazardous materials, the Certified Unified Program Agency (CUPA) program management, and the review of proposed construction for compliance with codes and regulations; perform incident command system functions, as qualified and as needed.

Class Characteristics

General direction is provided by the Fire Chief; responsibilities include the direct and indirect supervision of management, professional, technical, and support services staff.

This classification is commensurate in authority to the Battalion Chief and in addition is considered a Peace Officer under Penal Code section 830.37 (b) when acting in the capacity to enforce laws relating to fire prevention and fire investigation.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, coordinate, and direct the work of the Fire Prevention Division.

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the division.

Develop and implement management supervisory systems, procedures, and standards for program evaluation.

Prepare or direct the preparation of a variety of studies and reports relating to fire prevention and inspection; provide management and oversight of hazardous material CUPA programs.

Direct inspections and investigations for compliance with fire codes.

Support and participate in investigations, apprehensions, and prosecutions of arson and code violations. Testify as an expert witness in court cases involving fire code citations, arson, and accidental fires. Coordinate investigations of fires to determine origin and cause with the law enforcement.

Review construction plans for adherence to fire regulations.

Prepare and administer the division budget; select, supervise and evaluate staff and provide for his/her training and development; advise and prepare, or review reports to the Fire Chief, City Manager, City Council, boards, commissions and other organizations.

Work closely with public and private groups and individuals to explain or coordinate programs and resolve inspection, investigation, and litigation issues, respond to complaints or inquires by phone or in person.

Coordinate the work of the division with other divisions and City departments, outside agencies or pertinent groups; ensure compliance of division activities with pertinent codes, regulations and guidelines; monitor developments related to division activities, evaluate the impact and implement policy and procedure improvements; provide technical assistance to staff.

Prepare and maintain written records and correspondence.

Plan and conduct public information programs regarding fire prevention; make presentations to various groups.

Coordinate juvenile fire setter program.

Direct the City's weed abatement programs.

Prepare ordinances related to fire prevention, public safety, and hazardous materials.

Act as a Battalion Chief, as required.

Assist with labor/management relations activities, as assigned.

Serve as the acting Fire Chief, as assigned.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, assign, coordinate, direct and evaluate the work of others; select, train and motivate assigned staff; develop and implement goals, objectives, policies, procedures, work standards, and supervisory controls.

Analyze complex fire protection and arson investigation problems and develop sound independent conclusions.

Prepare, administer, and monitor the division budget, exercising sound independent judgment within established guidelines.

Prepare clear and concise reports, procedures, and correspondence using a computer.

Read, interpret, and apply fire safety codes, ordinances, and laws.

Represent the division and department to other agencies, property owners, the public, and others.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee may be exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work

Fire Marshal

environment is usually moderate. Incumbents assigned to this classification, when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems, and buildings and underground storage tanks, or data, such as underground tank test results, to comply with safety standards; work in small, cramped areas; use common hand tools; bend or stoop repeatedly or continually over time; use stomach and lower back muscles to support the body; perform physical inventories; discriminate among colors or match colors of wiring systems and color coded valves and piping; move objects, such as portable generators, tools, equipment and evidence, weighing up to 50 pounds over long distances; stand or walk for extended periods of time with the inability to rest at will; and use arms above shoulder level. When not performing duties in the field, incumbents work in an indoor office setting and are required to enter data into a terminal, PC or keyboard device; produce written documents using proper grammar, punctuation, and spelling; use graphic instructions, blueprints and layouts as part of the plan review process when checking for code compliance; and sit for extended periods of time with the ability to move at will.

Qualifications

Knowledge of:

Supervisory principles and practices, including work organization and delegation, employee supervision, training and work evaluation.

Principles and procedures of budget preparation and monitoring and material and equipment requisitioning and purchase, principles, techniques, systems and equipment used in fire prevention inspection, investigation of fire, and code enforcement; laws, code and ordinance governing fire safety of building and land including special licenses, permit applications and criminal investigations, safety practices and precautions pertaining to the work.

Basic computer report production techniques; incident command system, and fire department operations.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

At the time of application must have completed the following course requirements in the California Fire Service Training and Education System (CFSTES) or out of state equivalent:

- Fire Prevention 1A – Introduction to the California Fire Code
- Fire Prevention 1B – Inspection of Fire Protection Systems & Special Hazards
- Fire Prevention 1C – Flammable Liquids and Gases
- Investigation 1A – Fire Origin and Cause Determination
- Investigation 1B – Techniques of Fire Investigation

Completion of the following course requirements in the CFSTES or out of state equivalent is desirable:

- Fire Prevention 2A – Fire Protection Systems & Building Components
- Fire Prevention 2B – Interpreting the Uniform Building Code & California Code of Regulations
- Fire Prevention 2C – Special Hazard Occupancies
- Fire Prevention 3A – Hydraulic Sprinkler Calculations
- Fire Prevention 3B – Plan Review

Fire Marshal

Equivalent to an Associate's degree from an accredited college, with major course work in fire science, fire administration, public or business administration or related field is desirable.

A Bachelor's degree is highly desirable.

Experience:

Sufficient fire prevention experience to demonstrate possession of the knowledge and abilities listed above.

Certificates/Licenses:

At the time of application must possess a Fire Prevention Officer and/or a Fire Officer certificate or out of state equivalent. A Chief Officer or Fire Marshal certificate is required within two (2) years of appointment.

Internal candidates must have successfully completed the Acting Fire Marshal program at the time of application.

Possession of a California State Arrest PC832 Certificate or out of state equivalent certification.

Possession of a valid Class C driver's license.

Must be willing to work off-shift hours on a call out basis.

Established: 03/90 – Resolution 90-147 N.C.S.
Revised: 09/12/05 - Resolution 2004-198 N.C.S.
Revised: 06/05/06 - Resolution 2006-095 N.C.S.
Revised: 01/05/09 – Resolution 2009-

Department: Fire
FLSA Status: Exempt