



# **DEPUTY FIRE MARSHAL**

Salary: \$7,295 – \$8,867/month

Bargaining Unit: IAFF 1230

FLSA Status: Non Exempt

## **DESCRIPTION & CHARACTERISTICS:**

Under the general direction of the Fire Marshal, the Deputy Fire Marshal assists in the development and implementation of the District's Community Risk Reduction Program and Fire Prevention Bureau. The Deputy Fire Marshal is responsible for supervising, training, and coordinating the work of fire prevention personnel.

## **IDENTIFYING CHARACTERISTICS**

The Deputy Fire Marshal is the full journey-level technical support classification in the fire prevention program technical class series. Positions allocated to this class are responsible for providing programmatic and technical support services to the entire District. Deputy Fire Marshals work on projects with a defined scope and moderate to intermediate complexity involving evaluation of various factors. This class interacts regularly with the prevention and suppression employees and the community, and provides strong support and problem solving. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This classification reports directly to the Fire Marshal.

## **DUTIES & RESPONSIBILITIES:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervise, prioritize, and assign work, conduct performance evaluations, and train employees
- Serve as liaison with partner jurisdictions, business owners, other agencies, community groups, and the general public
- Develop and implement section goals and objectives, prepare and maintain related reports
- Analyze proposals for alternative means and methods of compliance for code intent and make recommendations to the Fire Marshal
- Participate in special projects related to fire prevention activities
- Review plans for compliance with local and State fire and life safety standards and regulations
- Consult with architects, builders and developers on fire protection and life safety systems
- Perform engineering evaluations regarding adequacy of existing and proposed fire protection systems
- Recommend changes in design, construction or installation of equipment based on analyses of present or potential fire and fire-related hazards
- Conduct or oversee field inspections of State Fire Marshal mandated annual inspections
- Conduct field inspection of more hazardous and complex occupancies
- Investigate complaints involving violations on applicable codes, ordinances and regulations
- Investigate and determine the origin and cause of fires, suspicious fires, and or large loss of fires from explosions, fire of incendiary origin and fire injuries or deaths
- Collect and preserve physical evidence in fire investigations
- Prepare fire offense cases for trial and presents evidence in court
- Give witness testimony in court
- Respond to fire and/or rescue emergencies as required
- Attend continuing education classes, seminars and training sessions
- May act as the Fire Marshal in his/her absence
- Perform other related work as required
- Willingness to work weekends, nights, holidays and overtime as required

## **QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Principles and practices of plan review, prevention inspection, reporting and maintenance.

- Applicable federal and state laws, rules, and regulations.

Skills in:

- Providing excellence in customer service and effective conflict resolution.
- Communicating effectively in English both orally and in writing.
- Using tact, discretion, and good judgment in the handling of sensitive and confidential information.

Ability to:

- Interpret, apply, explain and ensure compliance with applicable Federal, State, local and District laws, rules, regulations, policies and procedures related to fire prevention.
- Accurately perform inspections and plan review duties.
- Perform a high volume of work effectively, accurately and with a high attention to detail; meet rigorous, recurring deadlines.
- Maintain strict confidentiality and exercise discretion; maintain a high level of integrity when dealing with sensitive and complex issues.
- Collect, evaluate and interpret varied information and data, either in statistical or narrative form; interpret documents, agreements and contracts; interpret and apply laws, regulations, policies and procedures.
- Organize, research and maintain complete and extensive records, reports and files (paper and electronic).
- Understand and follow oral and written instructions; communicate clearly and concisely.
- Establish and maintain effective and collaborative working relationships with those contacted in the course of the work; deliver outstanding customer service in difficult and sensitive situations.
- Work independently and effectively under pressure with frequent interruptions.
- Make accurate mathematical and financial computations
- Organize own work, set priorities and meet critical time deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications with reasonable speed and accuracy (e.g. Microsoft Office, Zoll, Telestaff, etc.).

**Education/Training/Certifications:**

- Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate is required
- Secondary course work in fire science, fire technology, fire prevention, fire protection engineering, or a closely related field is desirable
- An associate degree and/or a bachelor's degree from an accredited college with major coursework in a field applicable to the services provided by the District is desirable

- California Fire Service Training and Education System (CFSTES)
  1. Inspector 1A, 1B, 1C and 1D or Certification as a Fire Prevention Officer or equivalent is required
  2. Investigation 1A, 1B, and/or Certification as a Fire Investigator 1 with the California State Fire Marshal's office, or certification as a Certified Fire Investigator with the California Conference of Arson Investigators or International Associate of Arson Investigators is desirable
  3. PC 832 module A; Arrest course is required
  4. PC 832 module B; Firearms course is desirable
- Certification as an ICC Inspector 1 is required
- Certification as an ICC Inspector 2 or Plans examiner is desirable

**Experience:**

- Three years of progressively responsible experience in fire and building code enforcement, during which time one year was completed in a supervisory capacity is required.

**License or Certificate:**

- Possession of an appropriate driver's license is required.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

Incumbents are typically assigned work both in an indoor and outdoor environment, and which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces. Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may include exposure as outlined above. Work will include traveling from site to site in a vehicle.

The District makes reasonable accommodations upon request, when necessary in order to allow qualified employees with disabilities to perform the essential functions of their job.