



## **CLASSIFICATION SPECIFICATION DEPUTY FIRE MARSHAL (NON-SWORN)**

### **JOB SUMMARY:**

Under direct supervision of the Fire Chief, the Deputy Fire Marshal performs a variety of fire prevention, disaster preparedness, and inspection work; inspects complex occupancies; plans and administers public fire prevention programs; tests fire protection and extinguishing systems; coordinates assigned activities with other divisions, outside agencies, and the public; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Deputy Fire Marshal is responsible for planning and managing fire prevention activities within the Fire Department. This classification differs from all other fire classifications in that it is a non-sworn position with no active firefighting responsibilities.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Oversees the Fire Department's annual inspection program and inspects regulated occupancies for fire hazards, proper installation and maintenance of fire prevention equipment, adequacy of fire escapes and exits, underground storage tank and industrial waste provisions, and general compliance with codes; reviews construction plans and provides technical assistance to ensure compliance with sound fire prevention practices and life safety requirements prior to the issuance of permits; and interprets and explains requirements and restrictions related to fire/life safety codes, ordinances, regulations, policies, and procedures.
- Investigates complaints relating to fire and safety hazards; issues violation notices and citations and initiates prosecution as necessary; and assists with the development and implementation of policies, procedures, and guidelines related to fire prevention and environmental management.
- Assists in the development and monitoring of the fire prevention budget; writes detailed reports, letters, and other material related to fire prevention activities; prepares and makes presentations to the City Council on fire prevention issues; and serves as a liaison for fire/life safety, environmental, and water supply issues.
- Provides administrative support to the Fire Chief on complex special assignments as required; develops and administers fire prevention educational programs to local schools, community groups, and the public; responds to major emergency incidents as requested by the Fire Chief; and responds to inquiries and provides information over the counter to applicants, developers, consultants, outside agencies, the public, and other City departments.
- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS:****Knowledge of:**

- Operational characteristics, services, and activities of a fire prevention program; principles and practices of fire prevention and fire code enforcement; and standards used in the storage, handling, and disposal of hazardous materials, explosives, highly flammable materials, and other toxins.
- Building materials, construction methods, and zoning, and all applicable federal, state, and local laws governing fire prevention and safety.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Correctly interpret and explain fire policies and procedures; read, understand, and correctly interpret fire/life safety codes, ordinances, regulations, policies, and procedures; inspect and analyze a variety of building and properties to identify fire code violations; and correctly interpret and apply codes and regulations to varying situations; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in fire science or a closely related field.
- Four years of increasingly responsible experience in fire prevention and inspection.
- Local government experience is desirable.

**Licenses and Certifications:**

- Plans examiner certificate issued by the Office of the State Fire Marshal or International Code Council (ICC) is desirable.
- Fire Inspector I or Fire Inspector II Certificate issued by the Office of the State Fire Marshal is desirable.
- National Code Services Association in 2016 California Fire Code is desirable.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

**WORK ENVIRONMENT:**

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

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

**Revised Date:** August 8, 2018