



Job Code: 0555
FLSA: E
Unit: MGMT
Revised:

ASSISTANT FIRE MARSHAL

DEFINITION

Under the direction of the Fire Marshal, performs highly technical work in Fire Prevention through plan checking and providing code consulting services to architects, engineers and operators of existing businesses; provides staff liaison services to the cities of Livermore and Pleasanton's one-stop permit centers; represents fire prevention issues at various Community Development Department meetings and to community groups; undertakes fire investigations and is on-call after hours; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Fire Marshal classification has a broad range of knowledge and independence in application of the Fire Codes and adopted fire prevention policies. This classification is distinguished from the Fire Marshal who serves as manager of the Fire Prevention Bureau with the responsibility for human resource management and the setting of fire prevention policies.

SUPERVISION RECEIVED

Direction is provided by the Fire Marshal.

SUPERVISION EXERCISED

Assists in supervision of office support staff and fire inspectors, including the assigning and evaluation of their work. Serves as Acting Fire Marshal in the Fire Marshal's absence.

EXAMPLES OF IMPORTANT AND ESSENTIAL FUNCTIONS

Plan Checking and Fire Code Knowledge

Performs highly technical plan checking of construction drawings related to preliminary site reviews, high fire hazard areas, multi-story buildings, malls, tenant improvements, high piled combustible storage, hazardous materials, fire protection systems, fire sprinkler and fire alarm systems; provides clear written responses to applicants on corrections needed or status of approvals; works closely with applicants to find alternate methods of compliance.

One-Stop Permit Center and Community Development Duties

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On a part-time basis, staffs Pleasanton and Livermore's One Stop Permit Centers as the Fire Code consultant; may staff the counter or provide quick turn-around plan checks on small issues; must have clear communication and customer service skills; capability to work well with other Permit Center team members; and be supportive of quick, knowledgeable services in support of community economic development.

Community Affairs

Assists in developing and delivering public education programs; principals and practices in fire prevention education techniques and delivery methods; works with juvenile fire setters in entry level assessment and counseling; speaks to groups in person and on community television; and provides quality customer service to those contacted during the course of work.

General

Assists with the supervision of office support staff, fire inspectors and contractors, including the assigning and evaluation of work; provides leadership, coaching, and mentoring to staff employees; authorizes contractor invoices for payment; prepares studies; and conducts evaluations of technical code issues making recommendations to the Fire Marshal.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated Knowledge of: Principles, practices and techniques of the Uniform Building and Fire Codes, California State amendments, the California Administrative Code, the NFPA fire protection codes, standards, and other reference industry standards adopted by the City such as Factory Mutual Standards and City amendments related to toxic gases; field inspection techniques related to tenant improvements, new construction and hazardous occupancies; Fire Code Permit Systems; fire cause-origin investigation techniques; usage of analytical equipment; management principles, practices, and procedures; public speaking; fire scene photography; and interview skills and report writing.

Demonstrated Skill to: Analyze and resolve complex issues relating to Uniform Codes applications; provide coordination with multiple agencies; communicate effectively both orally and in writing; effectively represent fire prevention issues to client groups and city management team members; supervise and evaluate staff; develop and maintain cooperative relationships with city staff and work effectively with clients and community groups; exemplify an enthusiastic, resourceful, and effective service attitude with the public and co-workers; make effective verbal

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and written presentations; and utilize personal computers to perform word processing, spreadsheet and database functions.

Ability to: Effectively apply the required knowledge and skills in the daily performance of assigned duties; apply the applicable fire code requirements and/or permits based on occupancy type or the use, storage, and handling of hazardous materials; remain flexible with two distinct city ordinances and their associated policies and procedures; work independently without supervision; recommend procedures; complete assignments in a timely and accurate manner; exercise initiative and creativity in performing assigned duties; work well under the pressure of deadlines or emergencies; articulate both sides of an issue and define consensus among competing needs; provide advice to developers, architects, engineers, building owners, internally to staff, other city departments, and fire engine company personnel on programs related to fire code impacts and fire prevention policies; use and interpret alternate methods and or materials; provide and ensure outstanding customer service; communicate as a team player - both in the fire department and with other city departments.

Experience, Education, and Training Guidelines: Any combination of experience, education, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Six years of increasingly responsible fire prevention experience. Municipal government and supervisory experience is highly desirable. Additional fire investigation and code compliance experience and/or California State Fire Marshal Level II or III courses in fire prevention, hazardous materials, public education and management may be substituted for up to two years experience.

Education: Possession of an associate of arts degree in fire science, business administration, fire protection, engineering or closely related field. A bachelor's degree is highly desirable.

Training: Any recent training such as, academic courses and certification programs which are relevant to this job classification.

Certifications: An 832 P.C. certification (Calif. Penal Code) is required. A Certified Fire Inspector certification from the Western Fire Chief's Association is required within one year of appointment.

License: Possession of a valid California Driver's license and satisfactory driving record, as determined by the Fire Chief.

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Residency:

The Assistant Fire Marshal must live within twelve miles of the intersections of Stanley and Murrieta Boulevards in Livermore, within six months of appointment. Additionally, when on-call, must be able to arrive on-scene of an emergency within one hour of being notified.

Other Requirements: Willingness and ability to work the hours necessary to accomplish the assigned duties including after normal work hours; attend evening meetings; travel locally and out of town to attend meetings or conferences of one day or more during work and non-work hours.

Special Requirements: Essential duties require the mental and/or physical ability to: work in a standard office environment; drive a motor vehicle; read fine print and computer monitors; operate a computer keyboard; converse by telephone, in person, and to large groups and be clearly understood; stamina to work additional hours to meet deadlines and attend night meetings.
(jd0555.sam)