



Job Code: 0571
FLSA: E
Unit: MGMT
Revised:

FIRE MARSHAL

DEFINITION

Under general direction, is responsible for supervision of the Fire Prevention Division and assigned personnel; coordinates comprehensive Fire Code and Fire Protection Ordinance adoption, inspection, plan checking, and enforcement; coordinates regulations of the State Fire Marshal, all state/Federal fire safety codes and regulations; administers permit, license, developer fee, hazardous materials, private fire alarm systems and Fire Company Inspection Programs (FCIP); and performs other duties as required.

EXAMPLES OF DUTIES

Coordinates fire activities within the department, with other City departments, outside agencies and related businesses; maintains inspection schedules and records on all commercial, industrial, institutional, and sprinklered occupancies in the City; prepares, recommends for approval and monitors fire prevention and hazardous materials budgets; provides accounting and administration of permit and developer fees; develops and implements a hazardous materials enforcement and mitigation program; directs fire safety public education for special events; coordinates, directs, and participates in fire cause investigation of all fires, as necessary; up-dates knowledge regarding the latest technologies, methods, and techniques for improving system performance; plans for future staffing needs; establishes priorities for frequency and intensity of inspections; supervises, evaluates, disciplines and recommends the hiring of division staff; confers with department management in establishing priorities and operating policies and in solving organizational and personnel problems; prepares reports regarding division activities and programs; utilizes personal computer to perform word processing, spreadsheet and specialized functions;

MINIMUM QUALIFICATIONS

Knowledge of: Modern management principles and practices; effective supervision techniques; problem solving and negotiating techniques to resolve disputes; accepted design and construction of fire protection systems; fire cause investigation practices and techniques; fundamentals of hazardous materials emergency planning, mitigation and safety; principles of plan checking and code

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writing compliance requirements; effective communication principles; Federal, state, regional, county and municipal codes, ordinances, standards, regulations and laws related to fire prevention and hazardous materials; computer operating systems and software applications.

Skill to: Manage complex programs; conduct thorough and comprehensive investigations of suspicious fires and hazardous materials incidents; effectively supervise and direct the activities of subordinate personnel; read and interpret plans, proposals, system design and review calculations; write clear, concise code and permit requirements; prepare and administer budgets; maintain evidence; prepare crime reports and court documents; relate effectively to those contacted in the course of work; set priorities; communicate effectively, both orally and in writing; read and interpret laws and regulations and make recommendations for implementation and/or compliance; utilize computers and computer software to perform word processing, spreadsheet and specialized functions.

Education: Bachelor Degree from an accredited college or university supplemented by technical courses in state law, local ordinance, and Uniform Fire Code interpretation and enforcement.

Experience: Five years of increasingly responsible supervisory experience in municipal fire prevention, fire cause investigation, plan checking, code enforcement, and public education, with three years in a management position. Computer system experience is preferred.

License: Possession of appropriate, valid California driver's license and, when required, a valid Medical Examiner's Card must be maintained.

Certification: Uniform Fire Code Inspector Certification from the State Fire Marshal or Western Fire Chief's Association/International Conference of Building Officials; 832 PC (Penal Code) certification must be obtained within one year of the date of hire. Chief Officer certification from the State Board of Fire Services is preferred.

Physical Characteristics: See well enough to read blueprints and specifications, fine print in codes, and VDT's; hear well enough to identify mechanical noises, to converse on the telephone and in person over noise; speak well enough to converse on the telephone, in person over noise, and to large groups without benefit of amplification; bodily mobility to make complex movements involving balance and coordination while moving through restricted spaces, sometimes carrying heavy equipment; climb ladders and stairs without irrational fear.

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Other Characteristics: Must be willing to: work such hours as are necessary to accomplish the job requirements; willing to wear the required uniform; work on call and respond to emergencies; work under adverse conditions, such as those inherent in emergency fire fighting situations; travel to attend meetings, seminars, classes, and conferences during or after work hours.

(jd0571.sam)