

FIRE MARSHAL

DEFINITION

Under general direction, to perform, plan, organize, develop, monitor and supervise the fire prevention, fire inspection and code enforcement activities of the city; to secure compliance with requisite codes, ordinances, laws and regulations; to oversee all emergency management planning and operations; to coordinate the division activities with other city programs; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for performing fire and hazardous materials investigations and response; for assigning, supervising and directing the work of staff assigned to the fire prevention, fire investigation and code enforcement activities and for overseeing all emergency management planning and operations.

EXAMPLES OF DUTIES

Participates and provides supervision, direction and work coordination for staff assigned to the fire prevention and code enforcement inspections throughout the city; has primary responsibility for the explanation and interpretation of codes, regulations, and ordinances; prepares notices of violations of ordinances, laws, and regulations; reviews inspection reports and takes appropriate action; investigates complaints, recommending corrective action as appropriate; checks building plans for conformity with fire prevention codes and regulations; oversees compliance with business license, zoning, building codes and permit applications; plans and conducts education programs; prepares public relations materials for dissemination; makes public presentations on compliance subjects; recommends new ordinances and the revision of existing ordinances related to fire prevention and code enforcement; provides advice to zoning and health boards as their functions relate to fire prevention; responds to fire scenes and conducts investigations to determine the cause and origins of fires, including the identification and apprehension of arson suspects; responds and investigates hazardous material incidents; assists the chief officer at fire scenes and acts as safety officer; has responsibility for maintenance of a variety of records and preparation of reports; supervises and trains others in fire prevention and code enforcement inspections and investigations; coordinates activities with other city departments, property owners and tenants to bring property into compliance; develops and oversees the preparation of emergency and disaster relief response plans and

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EXAMPLES OF DUTIES (cont.)

hazardous materials safety plans; oversees the update and maintenance of the City's Disaster Response Plan; ensures compliance with the City's California Health and Safety Code Section 6.95 SARA Title III; assists with the development of the Department budget; represents Department functions with citizens, community organizations, and other government agencies; represents assigned functions with City staff and other governmental agencies as delegated; in special circumstances, may be used for regular, active firefighter duties.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- modern principles, practices, and techniques of fire prevention and code enforcement.
- Principles of supervision and training.
- Methods and principles of fire suppression, fire investigation, fire prevention, emergency medical response, and hazardous material control.
- Local, State, and Federal fire/safety regulations and codes.
- Municipal and county codes relating to planning, zoning, building construction, health, housing, business licensing, safety and general welfare.
- Law enforcement procedures and administrative techniques related to code enforcement and preparation of cases for prosecution in municipal court.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Coordinate and oversee the work of staff assigned to fire prevention and code enforcement inspection and investigation.

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EMPLOYMENT STANDARDS - (cont.)

- Assist with formulating, implementing, and evaluating Department operations, functions, and policies.
- Provide supervision, training, and work evaluations for staff
- Review and approve construction plans for code compliance.
- Develop budget information and monitor expenditures.
- Prepare a variety of reports and presentations.
- Interpret, explain, and apply inspection codes and regulations.
- Effectively represent the inspection and investigative functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College course work from an accredited college or university in fire prevention, code enforcement, or closely related field. Applicants must possess Firefighter I, Firefighter II, Fire Investigations I, Fire Investigations II and Fire Marshal certifications with the office of the State Fire Marshal.

Work Background: Five years of progressively responsible experience in the provision of fire inspection, suppression, investigative and prevention activities, including one year of experience in a supervisory, management, or administrative position.

October 2004 (Res. #04-80)

March 2007 (Res. #07-21)