

## **DEPUTY FIRE MARSHAL**

Salary Range: 43 (Public Services Salary Schedule)

### **DEFINITION**

Under general direction of the Fire Chief or designee, oversees and performs ongoing fire prevention activities and programs, including fire inspections, fire plan reviews, fire cause and origin investigations, public education, vegetation management, weed abatement, and fireworks; prepares fire prevention policies, procedures, and programs; trains staff on fire prevention activities and programs; provides highly complex support to the Fire Chief and others; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced-journey level non-sworn classification where incumbents are expected to complete the work using independent judgement while working under minimal supervision.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents receive general direction from the Fire Chief or designee, and exercise technical and functional supervision over assigned staff and/or volunteers.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Organizes, plans, prioritizes, assigns, and reviews the work of assigned personnel engaged in fire prevention activities.
- Establishes schedules for fire prevention activities ensuring work is completed in a timely and efficient manner.
- Provides or coordinates staff training; confers with and provide guidance to fire inspection staff regarding difficult inspection issues, fire plan review, code interpretations, and enforcement procedures.
- Handles the most complex and sensitive fire prevention activities; receives and responds to inquiries and complaints; assists property owners, and tenants in resolving code violations and corrective actions to the satisfaction of the community and stakeholders.
- Performs inspections on private and public buildings for compliance with pertinent life-safety, building, and fire safety standards as mandated by federal, state and City codes; makes recommendations and corrections relative to code and ordinance requirements; assists property owners, and tenants in resolving code violations and corrective actions to the satisfaction of the community and stakeholders; issues inspection and violation notices; follows up as required to ensure compliance.
- Performs inspections on buildings under construction for compliance with Building Code sections related to fire prevention, fire detection, and fire suppression systems.
- Prepares or assists with the preparation of fire prevention policies, procedures, and programs as necessary to ensure compliance with local, state, and federal laws, rules, ordinances, and regulations.

- Drafts recommendations for codes, standards and/or ordinance changes related to fire prevention, weed and nuisance abatement; implements various codes and ordinances related to building design, construction, life safety equipment and fire protection systems; develops operational guides and training programs; oversees programs to accomplish those objectives.
- Reviews life safety submittals and fire protection systems which encompass fire suppression, detection and alarm systems, standpipe and smoke control systems, and may include systems for high-piled storage, spray booths, hood and duct, dust collection, conveyors, hazardous materials, and engineered systems for compliance with fire and life safety codes, regulations and standards, including State of California Titles 19 and 24.
- Provides technical advice to architects, engineers, developers, building owners, and contractors on the interpretation and enforcement of fire protection requirements, fire and life safety codes, regulations, and standards; investigates and recommends alternative materials and methods upon request.
- Reviews public, commercial, industrial, and residential construction documents and building plans of proposed structures for compliance with all codes and ordinances that pertain to fire, life safety, and emergency vehicle access; makes recommendations for revisions and improvements; assists property, building owners, and tenants in resolving code violations and corrective actions to the satisfaction of the community and stakeholders.
- Coordinates, develops, and maintains records of inspections for all buildings and ensures inspections are completed.
- Issues permits and ensures compliance with the storage and handling of hazardous materials as required by California building code and city ordinance in cooperation with Placer County Environmental Health.
- Assists in investigating the cause and origin of fires; works with law enforcement related to prosecution efforts.
- Plans and conducts educational programs on fire safety, evacuation, fire suppression with portable equipment, use of fire alarms and fire suppression systems and other related topics; speaks before school groups and other organizations on public safety, and fire prevention.
- Attends a variety of continuing education classes, seminars, and/or meetings to remain current on applicable codes, regulations, policies, and procedures.
- Provides technical advice and assistance as requested to chief and company officers regarding life and safety requirements.
- Manages the administration of contracts and financial billing information for outside consultants and contracted fire prevention services.
- Oversees the vegetation management, weed abatement, and fireworks programs.
- Operates modern office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Participates and assists in the development and administration of the Fire Prevention Division budget; prepares budget reports, compiles annual budget requests, and recommends expenditure requests for designated accounts.

- Researches, compiles, and analyzes data for special projects and various reports; assists in the preparation of City Council agenda items including the preparing of material and data.
- Performs other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Principles and techniques used in the inspection of residential, commercial, and other facilities, or property for preventing and/or limiting fires in the installation and maintenance of fire alarm systems and fire protection systems
- Principles and practices of plan review
- Federal, state, and local codes and ordinances pertaining to fire and life safety, building design and construction, safety equipment, and fire protection systems
- Principles, practices, methods, and techniques of modern fire prevention and fire cause investigation
- Educational methodology as it relates to fire safety education
- Nationally recognized fire protection and safety standards
- Hazardous materials use and storage
- Organization, policies, procedures, administrative and standard operating guidelines of the Fire Department
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations
- Modern methods, techniques, and building materials used in the design and construction of a wide variety of building and fire protection systems
- Principles and practices of basic fire science, fire technology, and fire behavior
- Principles and practices of personnel management, supervision, training, and performance evaluation
- Principles and practices of public sector budgeting, and accounting, including basic budget preparation and monitoring, cash control and related accounting practices
- Business letter writing and basic report presentation
- English usage, grammar, spelling, vocabulary, and punctuation
- Business arithmetic and basic statistical techniques
- Records management principles and practices
- Computer applications related to the work, including word processing, database and spreadsheet applications
- Organization and function of public agencies, including the role of a City Council, the Fire Chief and appointed boards and commissions
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone
- Occupational hazards and standard safety practices necessary in the area of fire inspection

**Ability to:**

- Independently perform fire inspection duties, including the interpretation, explanation, application, and enforcement of policies, procedures, fire and life safety codes, regulations, and laws
- Read, interpret and explain development plans, construction drawings and specifications, fire protection system plans, fire building codes, and technical reports
- Detect deviations from plans, regulations, and standard construction/fire prevention practices
- Apply technical knowledge and follow proper inspection techniques to examine new construction for proper workmanship, installation, and materials
- Use mathematical concepts to calculate measurements to determine appropriate standards in reading blueprints
- Conduct thorough and detailed fact finding investigations of fire incidents, and effectively organize and document facts leading to criminal prosecution
- Provide necessary oversight for fire prevention inspection and education programs for the department
- Compile and maintain complex and extensive records and files; prepare records and reports
- Identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; determine compliance; identify, interpret, explain, and enforce violations; review and interpret codes and rules; maintain awareness of safety at all times
- Plan, organize, schedule, assign, review and evaluate the work of assigned personnel
- Inspect the work of others and maintain established quality control standards; train others in proper work procedures
- Use English effectively to communicate in person, over the telephone, and in writing
- Operate modern office equipment including computer equipment, software programs, and hand held computers
- Prepare clear, effective, and accurate technical reports
- Use tact, initiative, prudence, and independent judgement within general policy and legal guidelines
- Establish and maintain effective relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- An associate's degree from an accredited college or university in fire technology, fire science, or a related field.

- A bachelor's degree from an accredited college or university with major coursework in fire technology, fire science, public or business administration, engineering, or a related field may be substituted for one year of the required experience.
- At least five (5) years of full-time experience in fire inspection and/or fire prevention.

## **GENERAL QUALIFICATIONS**

### **License Requirements:**

- A valid California class C driver's license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a Fire Inspector I certificate issued by the California State Board of Fire Services or the International Code Council (ICC) is required at the time of appointment.
- Possession of a Fire Plan Examiner certificate issued by the California State Board of Fire Services or the International Code Council (ICC) is required within twelve (12) months of appointment.
- Possession of a Fire Inspector II certificate issued by the California State Board of Fire Services or the International Code Council (ICC) is required within twelve (12) months of appointment.
- A certificate of completion for Hazmat First Responder Operations Training is required within twelve (12) months of appointment.
- Successful completion of a California Penal Code 832 course is required within twelve (12) months of appointment.

### **Physical Requirements**

Incumbents must possess mobility to work in a standard office and use standard office equipment, including a computer; inspect City development sites, operate a motor vehicle and visit various City and meeting sites; mobility to traverse uneven terrain, climb ladders, stairs, and other temporary or construction access points; stand, stoop, bend, walk, climb and kneel to perform fieldwork; vision to read handwritten and printed materials and a computer screen; color vision to identify materials, structures, wires and pipes; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, calculator, and to operate standard office equipment; occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information, and occasionally lift and carry reports and records that typically weigh up to forty (40) pounds.

### **Working Conditions**

Employees work in the office and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees will be required to wear a respirator, dust and filter masks, and SCBA for certain job functions. Employees may interact with upset staff and/or

public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work weekends, holidays, and evenings

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: October 2019*