



## **CLASS SPECIFICATION**

### **FIRE MARSHAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Performs professional management, technical, and administrative work in supervising and coordinating fire prevention, disaster preparedness, and related programs; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief.

#### **IDENTIFYING CHARACTERISTICS**

The Fire Marshal is a single position with responsibility for management of the Fire Prevention Program. The incumbent is expected to exercise independent judgment in making decisions, and represent the department as appropriate. The Fire Marshal is distinguished from the next lower-level classification in that the Fire Marshal has overall responsibility for the comprehensive fire prevention and investigation programs.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Fire Chief. May exercise direct supervision over assigned supervisory, professional, technical and administrative personnel.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:*

1. Assumes management responsibility for the activities and operations of the Fire Prevention Program, disaster preparedness, and related programs and services.
2. Participates in the development and implementation of goals, objectives, policies, and procedures related to fire prevention and life safety codes and ordinances; develops programs related to local, state and federal mandates.
3. Reviews and examines building construction plans/drawings and inspects residential, commercial, and industrial buildings, facilities and places of public assembly during construction and after occupancy to ensure compliance with all fire, life safety and health codes; maintains records of inspections for all buildings and assure inspection schedules are carried out.
4. Issues violation notices and follow up as required to sections which relate to fire prevention, detection, and suppression; reports to building owners or tenants regarding violations and required corrective actions.
5. Interprets and enforces policies, procedures, regulations, ordinances, and resolutions adopted by the City; provides technical assistance to contractors, architects, engineers, developers and the public.
6. Promotes public relations through public education programs; furnishes fire safety information to the public; develops and presents fire safety education programs to community groups of all ages.
7. Investigates potential fire and safety hazards; conducts field inspections; evaluates existing fire safety conditions and enforces federal, state and local codes, ordinances and regulations applicable to fire safety; investigates fires for cause and origin; prepares necessary documents and reports; works with law enforcement for the prosecution of fire related crimes.
8. Collects, analyzes and evaluates data; prepares and maintains a variety of detailed records, technical information and statistical data; prepares clear and concise correspondence, including memoranda, records and reports.



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9. Manages weed abatement, fireworks enforcement and other related fire prevention programs.
10. May supervise, lead, train and assign the work of subordinate technical and administrative staff.
11. May perform a variety of fire suppression, fire prevention, and emergency medical responses locally and regionally.

### QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operations, services, and activities of a comprehensive fire prevention, disaster preparedness program.
- Principles and practices used in the administration, organization, and management of a municipal fire operation.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Principles and practices of disaster preparedness, response, and recovery.
- Operational characteristics of fire apparatus and equipment.
- Hazardous materials and chemical spill response techniques.
- Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- Principles of combustion and cause of fire.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Current safety practices as they relate to equipment and procedures involved in the fire service.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of public relations.
- Modern office equipment and computers including applicable software applications.
- Mathematical concepts and principles.

#### **Ability to:**

- Manage and direct comprehensive fire prevention and disaster preparedness programs.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Select, supervise, train, and evaluate staff.
- Plan, organize, direct, and coordinate the work of lower-level staff.
- Delegate authority and responsibility.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Effectively use specialized fire suppression tools and equipment including safety equipment.



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- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Operate modern office equipment and computers including applicable software applications.
- Effectively present information and respond to questions from groups of managers, clients, customers, the general public, and the City Council.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **EDUCATION, EXPERIENCE AND LICENSE/CERTIFICATION REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** High school diploma, GED or equivalent. An Associate's degree with major coursework in fire science, fire administration, public or business administration or a related field is desirable.

**Experience:** Four (4) years of increasingly responsible fire prevention, suppression, inspection and/or investigation experience or four (4) years of progressively responsible work experience interpreting rules and regulations of the CA Fire Code, which involved customer contact, community outreach and/or education activities.

#### **License/Certificates:**

The following license/certificates are required at the time of appointment:

- First Aid and CPR Certificates
- A valid California Class C driver license
- FEMA Incident Command System Training: Courses 100, 200, 700 and 800
- California State Fire Marshal (CSFM) Inspector 1
- A certificate of completion from a state-certified Fire Academy or Firefighter 1 certification is desirable.

The following certificates are required within 24 months of appointment:

- California State Emergency Medical Technician (EMT) or Public Safety First Aid Certification
- FEMA Incident Command System Training: Courses 300 and 400
- California State Fire Marshal (CSFM) Inspector 2, Fire Investigator, Plans Examiner and Fire Investigator Certifications

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting with significant local travel to various locations to inspect businesses and buildings, as well as to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective fire



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suppression apparel and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability to work in both an office setting and in a reactive emergency or disaster environment; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

*Established 9/7/2021*

*Revised, April 2022*