DEPUTY FIRE MARSHAL

DEFINITION

Under general supervision assists in the development and implementation of, comprehensive code enforcement, hazardous materials, fire prevention, fire investigation and loss management program; prepares and presents public education programs; performs varied professional and administrative tasks in support of the division; may act as Fire Marshal in his/her absence; to work with other City management staff in project development and completion; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a high level staff support position receives administrative direction from and provides technical staff assistance to the Fire Marshal. Performs the more difficult and complex inspections and investigations handled by the Division, assists in the prosecution of cases brought to hearing by the Division, and supervises professional, technical and/or support staff. This position will coordinate the City's public safety programs such as emergency preparedness, Crime Free Multi-Housing, and fire prevention programs.

EXAMPLES OF DUTIES

Plans, coordinates, and participates in the preparation of emergency preparedness and disaster relief response plans: updates and maintains the City's Disaster Response Plan; confers with local government and federal authorities, and with representatives of police, fire, and public works to coordinate training; conducts classes in emergency techniques such as disaster communications, organization, and post attack operations; trains City staff in their roles and responsibilities under the Incident Command System: conducts City-wide disaster exercises in accordance with mandates and requirements; assumes responsibility as part of the general staff for tactics, strategies, and decisionmaking during emergencies or disasters when activation of the Emergency Operating Center (E.O.C.) becomes necessary; represents the City at state and federal safety meetings; conducts studies on hazardous waste management projects and provides information on treatment and containment of hazardous waste; inspects manufacturing, commercial, industrial, and residential buildings; enforces local ordinances and state laws; prepares reports of issued permits, violations, or unsafe conditions; examines sites of fires and collects evidence to ascertain cause of fires; obtains warrants for arrest of suspected arsonists; administers the City's Crime Free Multi-Housing program; coordinates and participates in training workshops for property managers and tenants in effective property management and landlord/tenant issues; coordinates program activities with community organizations, state and local agencies, and other city departments

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EXAMPLES OF DUTIES - (cont.)

police, building, and code enforcement; conducts property maintenance evaluations related to crime prevention issues to ensure compliance with program regulations; plans and directs the development and communication of information to keep the community informed of emergency preparedness and public safety; reviews statistics of emergency response; prepares special and investigative reports as required; prepares and coordinates grant applications related to public safety; represents assigned functions with City staff and other governmental agencies as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and methods of fire loss prevention management, including inspections, code enforcement and public education; building codes and regulations related to fire prevention;
- Characteristics of a wide variety of flammable and explosive materials and objects:
- Storage methods and requirements for hazardous materials; building materials and methods employed in building construction;
- Legal process involved in collecting evidence, arresting suspects, preparing cases and prosecuting violators of fire laws, ordinances and regulations;
- Fire Prevention Code practices and policies;
- Principles and practices of fire investigation;
- Departmental procedures and policies, regulations, laws and ordinances;
 Firefighting technology and methodology;
- Principles and practices of management and supervision;
- The function, operation and inter-relationship between local, state and federal agencies related to the division mission;
- General report writing principles;
- Project and workload planning;
- Public information and public speaking techniques;
- Practices, methodologies, laws, rules and regulations used in responding to hazardous materials incidents;
- Principles and practices of public administration, budgeting, budget maintenance and purchasing;

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EMPLOYMENT STANDARDS – (cont.)

- State and local government systems and procedures relating to emergency response;
- Technical report writing.

and

Ability to:

- Read maps and construction drawings;
- Develop innovative fire prevention solutions that meet code and regulatory requirements while providing the customer with reasonable and obtainable options;
- Conduct a thorough fact finding investigation; read and interpret laws and regulations and make recommendations for implementation and/or compliance;
- Plan, organize, and direct the work of subordinate employees under emergency and non-emergency conditions;
- Identify needs, coordinate and administer department training programs; quickly analyze situations correctly and adopt effective courses of action under emergency and non-emergency conditions;
- Implement the incident command system; understand and operate within limits of responsibility and authority;
- Function effectively, both as a team member and as a team builder; review and analyze complex problems and issues to develop and implement effective solutions, goals and objectives;
- Interpret and apply appropriate provisions of applicable laws, regulations, policies and memoranda of understanding;
- Prepare and present effective written and verbal reports; speak to large and small groups; manage meetings effectively; resolve disputes; actively support and work on cooperative efforts with neighboring jurisdictions; maintain a commitment to continuous service development and improvement opportunities;
- Establish and maintain effective working relationships with those contacted in the course of work.

and

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

Education: College coursework from an accredited college or university in planning, law enforcement, fire prevention or related field. Applicants must possess Fire Investigations I, Fire Investigations II and Fire Marshal certifications with the office of the State Fire Marshal; and completion of PC 832 is highly desirable.

Work Background: Three years of broad and progressively responsible experience in public safety, fire and rescue, law enforcement, emergency services, or code enforcement for a municipality.