

**DEPUTY FIRE MARSHAL (NON-SAFETY)
BUILDING, LIFE AND ENVIRONMENTAL SAFETY DIVISION**

GENERAL DUTIES: Under general supervision of the Fire Marshal, is responsible for enforcing the provisions of adopted codes, laws, ordinances and regulations. Examples include the Fire and Building Codes, Title 19 and 24. Knowledge of Hazardous Materials and Hazardous Waste Laws and Regulations is desirable as the Fire Marshal's Office provides oversight to CUPA and related Programs .

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assist in the development of programs, goals, objectives, policies and procedures. Implement programs. Meet assigned goals.
2. Stay current on state regulations affecting programs and recommend updates to local procedures as necessary. Assist in developing and amending local codes, ordinances and regulations.
3. Gather data and prepare and submit reports as required. Reports submitted are clear, concise, accurate, and are on schedule with appropriate recommendations.

4. Enforce all applicable regulations, codes, and ordinances in a systematic and uniform manner.
5. Review plans for new construction and the installation of fire protection systems for compliance.
6. Conduct inspections, investigate complaints. Document life safety and fire protection system requirements. Take appropriate action to mitigate hazards.
7. Inspect and test fire protection systems.
8. Communicate objectives and requirements of State and local regulations to engineers, architects, consultants and others including the general public.
9. Attend meetings, hearings and court proceedings as required.
10. Communicate status of programs and keep the Fire Marshal and Fire Chief informed of pertinent issues.
11. Participate in departmental fire prevention and public education activities.
12. Coordinate enforcement efforts with State and local agencies and City departments.
13. Coordinate the engine company inspection program and interpret fire prevention codes for engine company personnel.
14. May be required to perform simple Building Code required inspections.
15. Provide training to department and other City staff.
16. Assist, as required, with fire cause investigation and illegal fireworks enforcement actions.
17. Maintain a daily activity log.
18. May be required to work evenings, nights and weekends and may be required to respond to emergencies in support of emergency operations.
19. Make oral presentations to commissions, City Council and the public.
20. May supervise other staff.
21. May cross train with the Chemical Control staff.

22. Provide general assistance to the Fire Marshal in his/her duties and act as Fire Marshal in his/her absence.
23. Perform other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Write clear and concise reports.
2. Effective customer service techniques.
3. Plan and perform work activities.
4. Establish and maintain effective working relationships with co-workers, other departments, agencies, business, community groups and the general public.
5. Meet with the media and public to discuss problems and complaints tactfully, courteously, and effectively.
6. Prepare and present ideas and recommendations orally and in writing.

KNOWLEDGE: Knowledge of:

1. The various Fire Code, Building, and Hazardous Materials Codes, including but not limited to the UFC/UBC, ICC, California State Fire Marshal Regulations.
2. General knowledge of the California State Health and Safety Codes for Hazardous Materials, Hazardous Wastes and Underground Tanks is highly desirable.
2. Fire alarm and fire suppression systems.
3. Instructional methods and public speaking.

ABILITIES: Ability to:

1. Work independently with little supervision.
2. Train personnel.
3. Understand and interpret applicable codes, laws, ordinances and regulations.

4. Analyze the effectiveness of and make recommendations for changes in procedures, policies and programs.
5. Maintain open communications with staff.
6. Conduct and participate in related training programs.
7. Follow departmental rules, policies and procedures
8. Provide technical and supervisory support to Fire and Chemical Control Staff regarding hazardous conditions such as spills, fires and other unauthorized release of chemicals.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Personal computer
2. Laserjet or ink jet printer
3. Telephone or cell phone
4. Fax machine
5. Copier
6. Calculator
7. Microfiche reader
8. Lettering machine
9. Two-way radio
10. Specialized computer software
11. Camera
12. Hydrant wrench
13. Flow meter
14. Sampling and evidence collection equipment
15. Detection equipment
16. Palm Pilot
17. Inspection car
18. Car radio
19. Hand-pack radios
20. Uniforms
21. Keys to a variety of City locks
22. Report forms, pencils and pens
23. Citation books
24. Tape recorders/video cameras
25. Chemical agent weapons
26. Gasoline pumps

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of two-way radios, files, books, binders and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings, hearings, court proceedings or seminars.
2. Standing for prolonged periods of time while working in the field, providing training or at public presentations.
3. Walking, while conducting inspections or investigating complaints.
4. Bending/stooping, during inspections.
5. Kneeling, during inspections.
6. Squatting, during inspections and testing fire protections systems.
7. Crawling/climbing, during inspections.
8. Twisting/turning, during inspections or when giving presentations.
9. Balancing
10. Reaching, during inspections or conducting investigations.
11. Pushing/pulling.
12. Lifting up to 50 pounds.
13. Carrying
14. Driving

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, fax machine, copier, camera, microphone, radio, tape recorder, gasoline pumps, automobile, etc.

1. Seeing, color vision necessary reviewing plans, maps or other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers or faxes.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditions.

6. **Dust or Fumes:** Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, copy machines, or other office-related equipment.

Field Conditions:

1. **Outdoors:** Typical field conditions during site visits, inspections or investigations approximately 50% of the time.
2. **Travel:** Under varying conditions via automobile or plane, less than 5% of the time.
3. **Flooring:** Asphalt, grass, dirt, gravel, mud, tile, linoleum, uneven surfaces, etc.
4. **Noise Level:** Varying low to high equipment noise may occur during site visits or inspections.
5. **Lighting:** Normal outdoor conditions, with exposure to extreme weather conditions.
6. **Ventilation:** Heating and air conditions provided by a vehicle or plane.
7. **Dust or Fumes:** Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction and inspection activities.

HAZARDS:

During a site visit or inspection, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle, and potential hazards from exposure to toxic/poisonous substances or biologic/infections agents.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, microphone fax machine, etc.

ATMOSPHERIC CONDITIONS:

Minimal to low exposure to fumes occurs in the field when visiting or inspecting construction sites or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Any combination of education and experience that provides the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: An Associate Degree in Fire, Science, or other Technology field with 3 years experience in fire inspection duties.
2. Completion of California State Fire Marshal Training and Educational Series (CSFMTEs) - Fire Prevention 1A through 2C or equivalent.

3. Completion of CSFMTES 3A and 3B or one year of experience in plan review.
4. Possess a Fire Inspector Certification from the Uniform Fire Code Association or ICC or obtain within 12 months of hire.
5. Possess a PC 832 Certificate of completion or obtain within 12 months of hire.
- 6.. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles and/or equipment.
7. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops and individual study.
8. Pass a post-offer medical examination, which includes a drug test.
9. Pass a Department of Justice criminal record check for employment.
10. Prefer non-tobacco user.
11. Prefer bilingual (English/Spanish).