



Job Announcement Open - Promotional Opportunity

Fire Marshal Non-Safety

(\$11,090 - \$11,943 monthly salary range)

The Position:

Under the supervision of the Fire Chief, the Fire Marshal (FM) assists in management of staff assigned to the Fire Prevention Division. The FM performs fire prevention inspections on all occupancy types to enforce laws, ordinances and regulations pertaining to the control and prevention of fires, assists with the review of plans and specifications on new buildings and fire protection systems, develops and administers public fire safety education programs and public-relations programs; investigates routine complaints of fire/life safety hazards, and administers and enforces the District's weed abatement program.

To view more information regarding specific agency job description, pay, and benefits, please visit the District website at <http://www.aptosfire.com/>

Typical Duties:

- Plans, organizes and directs the activities of the District's Fire Prevention Division.
- Confers with the Fire Chief in the development of policy, programs and implements policy and programs.
- Evaluates existing fire safety conditions and applicable codes and recommends policies, procedures and code revisions, as necessary.
- Develops and implements methods and practices for reviewing plans, conducting inspections and investigating fire loss incidents.
- Coordinates the activities of the Prevention Division with other District programs, and with programs of other neighboring public agencies as well as City, County, State, and Federal agencies.
- Represents the District in hearings, on inter-agency committees, and in other cooperative programs.
- Confers with architects, engineers and contractors involved in development and construction activities which affect the District's fire loss management programs.
- Supervises and participates in conducting inspections.
- Reviews and acts upon plans for proposed projects and conducts field inspections of such projects, as necessary. Assists District personnel and building officials in the

interpretation and enforcement of applicable State and Federal laws, codes and regulations. Develops and implements educational programs for the community.

- Supervises assigned personnel: maintains discipline, assures that rules, policies, and procedures are observed and makes recommendations or takes action on personnel matters, including discipline.
- Prepares, administers and monitors the Division's budget, as assigned.
- Can respond to fire calls and investigates the fire's origin and cause.
- Provides for training of personnel and attends training sessions and conferences.
- Maintains records and prepares reports.
- Undertakes and assists with special projects, reports and studies.
- May respond to emergency calls, in an overhead capacity, responsible for public information, investigation, or similar non-safety assignments.
- Coordinates and tracks plan checks with fire protection engineering firm:
- Conducts field inspections for construction
- Conducts annual fire inspections:
- Conducts follow-up inspections to achieve compliance for failure to comply with fire safety requirements:
- Conducts site inspections as requested for the purposes of:
- Assists engine company personnel:
- Answers questions from the public and the professional community, regarding:
- Responds to citizen complaints:
- Attends related meetings as directed:

Ability to:

- Effectively communicate and maintain positive working relationships with peers, superiors, subordinates, and other public safety personnel and members of the public in a professional and appropriate manner.
- Effectively plan, organize and direct a comprehensive fire prevention and investigation program.
- Effectively manage personnel, including the maintenance of discipline and performance standards.
- Work within the chain of command system, give and accept constructive criticism and react quickly and calmly in emergency situations.

- Accurately interpret and explain District policies, regulations and laws relating to fire prevention.
- Communicate effectively verbally and in writing.
- Maintain physical health, strength, stature and ability to meet the demands of the position.
- Periodic standing, walking and stooping on pavement, asphalt and uneven terrain.
- On an occasional basis, must be able to twist the torso, reach overhead and perform neck and cervical movement.
- Occasionally must have the strength to lift up to 50 lbs. using appropriate lifting and squatting techniques.
- Occasionally must be able to climb ladders, stairs, ramps, scaffolds, poles and the like, using feet or legs and/or hands and arms.
- Must be able to extend arms and hands in any direction and be able to seize, hold, grasp, turn and otherwise work with hands; must have the fine finger manipulation equivalent to writing.
- Must have the visual capacity, depth perception and color vision to drive and follow hazard notification signs.
- Must be able to work in a variety of environmental situations including: indoors, outdoors, fumes, dust, gases, humidity, odors, ventilation, noise or vibration, extreme heat/cold, and in situations where traffic, chemical spills, fires and biohazards exist.

Application:

The Aptos/La Selva Fire District is accepting applications from individuals who meet the requirements of the position. Applicants will be required to submit a District application (available on our website or at HQ office) and a detailed resume at the Administrative Headquarters located at 6934 Soquel Drive in Aptos California, **no later than 1700 hours, Friday December 7th, 2018 (Postmarks not accepted).**

Testing Process:

Qualified applicants will participate in an oral board and Fire Chief's interview, tentatively scheduled for the week of December 17th, 2018. All successful candidates will be notified of date and time for the oral board and Fire Chief's interview.

In accordance with District policy, failure to achieve 70% of any portion of the examination process shall be grounds for failure of the entire examination process.

Applicants who successfully pass the examination process shall be placed on an eligibility list based upon their final examination score.

The Fire Chief may use the rule of three in selecting the final candidate for the position from the eligibility list as outlined in the Districts Policy and Procedures Guideline Manual.

Special Instructions: Any prospective candidate will need to pass an extensive background investigation and physical examination.

Minimum Requirements: An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination of education equivalent to a high school education with experience in fire prevention, building inspection, public education or the building trades such as building construction, electrician or plumbing.

- Possession of a high school diploma, GED equivalency, or a high school proficiency certificate.
- Possession of a valid California driver's license.
- California State Certified Fire Inspector I certification or equivalent.
- California State Certified Fire Inspector II certification or equivalent.
- Bachelor's Degree in Fire Science, Management, Business, or associated field.
- Five years of full-time career experience in a paid fire department, including progressive responsibilities performing fire inspections, code enforcement, and associated prevention duties.

Desirable Qualifications:

- Master's Degree in Public Administration, Business Administration, or related major.
- California State Certified Fire Marshal.
- Completion of a POST Certified PC832 training course.
- Fire Code Inspector I and II certification by the International Code Council (ICC).
- First Aid or CPR.

The Aptos/La Selva Fire Protection District is an equal opportunity employer, and does not discriminate in recruitment, hiring, terms, conditions and/or privileges of employment on the basis of race, color, national origin, ancestry, citizenship or immigration status, sex, religion, sexual orientation, gender identity or gender expression, age, pregnancy or childbirth, physical or mental disability, genetic characteristics, marital status, military or veteran status, political affiliation, or any non-merit factor.