



APTOS/LA SELVA FIRE PROTECTION DISTRICT

DEPUTY FIRE MARSHAL

Job Description

THE POSITION:

A forty-hour per week position under the direction and supervision of the Fire Marshal. Responsibilities of the Deputy Fire Marshal include assisting in the enforcement of local, State, and Federal regulations and laws relating to life safety and fire prevention, reviewing plans and specifications on new buildings and fire protection systems, investigating fires as to cause and origin, conducting fire prevention inspections on residential and commercial structures, and participating in public relations and education programs. The Deputy Fire Marshal may assume the duties of Fire Marshal in her/his absence and provides assistance in supervising fire prevention staff.

TYPICAL DUTIES:

(May include, but are not limited to, the following):

- Responds to emergency calls in an overhead capacity responsible for public information, investigation, or similar assignments.
- Interprets and enforces provisions of the applicable codes and ordinances.
- Prepares records and reports.
- Performs technical code enforcement inspections of commercial and residential properties, as assigned, to ensure that they comply with the Fire Code, local ordinances and regulations as they pertain to the design, construction, and installation of fire protection equipment.
- Inspects and tests fire alarm systems, fire sprinkler systems, heat and smoke detection devices, and other fire protection and control mechanisms.
- Investigates complaints of fire hazards, issues correction notices when indicated, and performs follow-up inspections to ensure code compliance.
- Responds to a variety of inquiries from the public pertaining to fire safety, and code and ordinance requirements.

- Conducts or coordinates public fire safety education programs in schools and in the community.
- Assists in planning and overseeing the engine company inspection program.
- Assists and trains engine company personnel and fire prevention staff in the interpretation and enforcement of applicable codes and ordinances.
- Assists in budget preparation and administration.
- Attends related meetings as directed and coordinates fire protection matters with other local agencies.
- Other duties as assigned.

ESSENTIAL FUNCTIONS:

- Prolonged standing, walking and stooping on pavement, asphalt and uneven terrain.
- May be required to carry equipment for short periods of time.
- Occasionally must bend, stoop, kneel or crouch to operate equipment or carry equipment.
- Occasionally must be able to climb ladders, stairs, ramps, scaffolds, poles and the like using feet or legs and/or hands and arms.
- 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.
- 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 be able to talk and hear with adequate acuity when taking orders and following directions from a supervisor.
- 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.
- Ability to work within the chain of command system, accept constructive criticism, react quickly and calmly in emergency situations.

- 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.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The principles, practices, and techniques of modern fire prevention and inspection work.
- The principles and practices of supervision.
- The laws, ordinances, and regulations regarding fire prevention and inspection.
- Building materials, construction, and fire protection devices and systems.
- All Department SOPs, EOPs, Personnel Policies, operational programs, and applicable MOU.
- A working knowledge of the incident command system.
- Effectively training, evaluating, motivating, and communicating with personnel.
- Preparing clear and concise reports.
- Interacting successfully with the public.
- Solving problems.
- Ability to serve as a member of the Incident Command Team, as requested.

MINIMUM QUALIFICATIONS:

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

DESIRABLE QUALIFICATIONS:

- BA or BS in Fire Science, Business Administration, Public Administration, or related major.
- California State Certified Fire Inspector II or equivalent.
- California State Certified Public Education Officer or Community Risk Reduction Officer.
- Completion of a POST Certified PC832 training course.
- Fire Code Inspector certification from the International Code Council (ICC).