



APTOS/LA SELVA FIRE PROTECTION DISTRICT

DEPUTY FIRE MARSHAL

Job Description

THE POSITION:

Under the direction of the Fire Marshal, the Deputy Fire Marshal is responsible for performing, directing, and supervising the activities of the Community Risk Reduction Bureau; plans examination, field inspections related to construction, commercial maintenance inspections and complaints; is responsible for administering CRR programs (i.e. inspections, engine company training, LE100 and weed abatement).

EXAMPLE OF DUTIES:

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

- 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 compliance with applicable codes, 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.
- Responds to emergency calls in an overhead capacity responsible for public information, investigation, or similar assignments.
- Evaluate program needs and provide recommendations to the Fire Marshal on appropriate

courses of action that meet program goals and objectives and/or methods to improve programs

- Other duties as assigned.

ESSENTIAL FUNCTIONS:

- 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.
- Ability to serve as a member of the Incident Command Team, as requested.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable, and combustible materials. Work involves physical exertion, including standing, stooping, reaching, crawling and climbing. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

MINIMUM QUALIFICATIONS:

- Possession of a high school diploma, GED equivalency, or high school proficiency certificate.
- Possession of a valid California driver's license.
- Associates Degree in Fire Science, Business, or equivalent.
- Three years of full-time career experience with 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 I or 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).