



# APTOS/LA SELVA FIRE PROTECTION DISTRICT

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## FIRE MARSHAL

### Job Description

#### THE POSITION:

A forty (40) hour per week exempt executive position under the direction and supervision of the Fire Chief. The Fire Marshal manages the Prevention Division which includes such programs as fire and life safety inspections, plan review and permitting, fire investigations, weed abatement, code enforcement, public safety education, public relations, construction inspections and residential LE100 inspections in the wildland urban interface.

#### 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 causes and origin.
- 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.
- Responds 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:
  - Computer calc. sprinkler systems.
  - Fire detection systems.
- Conducts field inspections for construction:
  - Fire Sprinklers:
    - U/G hydro & pipe check.
    - Weld inspections.
    - Overhead rough in and hydro.
    - Final.
  - Fixed fire protection systems (automatic and manual fire tests).
  - Fire detection systems (test of all actuation and alarm devices).
  - Building Finals (residential and commercial).
- Conducts annual fire inspections:
  - Licensed care facilities.
  - Educational facilities.
  - Selected other occupancies.
- Conducts follow-up inspections to achieve compliance for failure to comply with fire safety requirements:
  - Issues pre-citation notices.

- Issues citations.
- Makes court appearances.
- Obtains compliance.
- Conducts site inspections as requested for the purposes of:
  - Escrow.
  - Pre-construction.
  - Pre-licensing.
- Assists engine company personnel:
  - Answers specific code questions.
  - Provides fire code interpretations.
- Answers questions from the public and the professional community, regarding:
  - Construction requirements.
  - Inspection requirements.
  - Code interpretation.
- Responds to citizen complaints:
  - Conduct site inspections.
  - Initiate correction notice process.
  - Obtain compliance.
- Attends related meetings as directed:
  - Santa Cruz County Fire Prevention Officers.
  - Santa Cruz County Fire Investigators Task Force.
  - Sub-committees of Santa Cruz County Fire Prevention Officers (as directed).

**ESSENTIAL FUNCTIONS:**

- 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.
- Ability to work within the chain of command system, give and accept constructive criticism, 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.

### **KNOWLEDGE AND ABILITIES:**

- Advanced managerial and leadership skills and techniques.
- Solid working knowledge of the California Fire and Building Codes, National Fire Protection Standards, State and Federal laws and regulations, and local ordinances.
- Principles, practices, techniques, codes and ordinances associated with modern fire suppression, prevention, investigation.
- Building construction, design and materials, including fire extinguishing and detection devices.

- Fire hazards inherent in various industrial processes.
- Prepare complicated analysis and reports.
- Prepare financial budgets and projections.
- Interact successfully with all inter and intra-social elements of the District.
- Advanced problem solving skills.
- Fire enforcement codes, and fire prevention techniques.

**MINIMUM QUALIFICATIONS:**

- 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.