



Job Announcement Open - Promotional Opportunity

Deputy Fire Marshal
Non - Safety
(\$8,366 - \$10,169 Monthly Salary Range)

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).

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

Typical 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.

Typical Duties (continued)

- 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.

Ability to:

- 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.

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 to Human Resources Director Gena Finch, at the Administrative Headquarters located at 6934 Soquel Drive in Aptos California, **no later than 1700 hours, Thursday, May 16, 2019.**

Testing Process:

Qualified applicants will participate in an oral board and Fire Chief's interview, tentatively scheduled for the week of **May 27, 2019**. All successful candidates will be notified of the 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.

- Must be at least 18 years of age
- Provide proof of eligibility to work in the United States
- Possess a high school diploma, GED equivalency, or high school proficiency certificate
- Possess and maintain a valid California class C driver's license
- Associates Degree in Fire Science, Business, or equivalent
- Three years of full-time career experience with inspections, code enforcement, and/or delivery of educational-based programs

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.