

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 Battalion Chief assigned to the Fire Marshal position. The Deputy Fire Marshal performs fire prevention inspections to enforce laws, ordinances and regulations pertaining to the control and prevention of fires, reviews plans and specifications on new buildings and fire protection systems, participates in public relations and education programs, and assists with conducting fire investigations as needed. This position may be assigned a role on the Incident Command Team by the Incident Commander.

TYPICAL DUTIES:

- Responds to emergency calls in an overhead capacity responsible for safety, public information, investigation, or similar assignments.
- Performs construction plan checks.
 - New construction commercial/residential.
 - Remodel/addition commercial/residential.
- Performs protection system plan checks.
 - Fire sprinklers.
 - Fixed fire protection systems.
- Coordinates and tracks plan checks with fire protection engineering firm.
 - Computer calc. Sprinkler systems.
 - Fire detection systems.
- Maintains Fire Prevention database updates.
 - Develops and maintains computerized data for:
 - Pick-up and return data.
 - Accounting of fees paid.
 - Timely update of database.
 - Tracks plans submitted through County Offices for plan checks.
- Performs updates for County database (ALUS) for Fire Department approval and construction requirements.
- Conducts field inspections for construction.
 - Fire Sprinklers.
 - U/G hydro & pipe check.
 - 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.

April 2007

DEPUTY FIRE MARSHAL

- 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” letters.
 - 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.
- Represents the Department as directed in absence of the Fire Marshal.
- 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 (Currently President).
 - Santa Cruz County Fire Investigators Task Force.
 - Sub Committees of Santa Cruz County Fire Prevention Officers (as directed).

OTHER RELATED RESPONSIBILITIES:

- Juvenile Firesetters Program – Co-Program Management.
 - Interviews juvenile and parents/guardian(s).
 - Administers FEMA questionnaire.
 - Provides counseling as appropriate, or facilitates referral to County Mental Health Services.
 - Coordinates with other public agencies as necessary.
- Public Education – Provides fire prevention assistance to program manager.
 - Assists in presentations.
 - Assists in identifying and purchasing public education supplies as necessary.
- May be required to lead or assist with conducting Fire Investigations, as needed.
- Other duties as may be assigned.

ESSENTIAL FUNCTIONS:

- Prolonged standing, walking and stooping on pavement, asphalt and uneven terrain.
- May be required to walk and run while carrying 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:

- Fire enforcement codes, firefighting, and fire prevention techniques.
- Managerial and leadership skills and techniques.
- All Department SOPs, EOPs, Personnel Policies, operational programs, and applicable MOU.
- Effectively train, evaluate, motivate, and communicate with personnel.
- Prepare clear and concise reports.
- Prepare budgets.
- Interact successfully with the public.
- Problem solving skills.
- Working knowledge of the incident command system and ability to serve as a member of the Incident Command Team as requested by the Incident Commander.

Minimum Qualifications:

- Graduation from high school or a GED.
- Possession of a valid California specialized license to drive departmental apparatus; ability to maintain required driver's license requirements as established by the Fire Chief.

DEPUTY FIRE MARSHAL

- California State Certified Fire Officer or completion of all Fire Officer Certification classes, pending actual certification.
- California State Certified Fire Prevention Officer I or completion of all Fire Prevention Officer I Certification classes prior to completion of probation.
- California State Certified Fire Investigator I or completion of all Fire Investigator I Certification classes prior to completion of probation.
- Five (5) years firefighting experience in a paid/career fire service position at an equivalent or larger size department as Aptos/La Selva Fire Department.
- Ability to pass the annual departmental medical, requirements as guided by adopted departmental procedures.

Desirable Qualifications:

- AA, AS, BA, or BS in Fire Science, Business Administration, Public Administration, or other pertinent majors.
- Level II & III certification in Fire Prevention as administered by CSFM.
- Level II Fire Investigation certificates as administered by CSFM.