



Fire Marshal

Definition:

Under the general direction of the Fire Chief, the Fire Marshal oversees the Community Risk Reduction (CRR) program. Primary responsibilities include fire code compliance of new and existing residential, industrial, and commercial development through plan review and inspections. Additional responsibilities include oversight of public information, hazardous materials, vegetation management, fire/arson investigations, and community outreach for public preparedness.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid California C Driver's License.
- Possess a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.
- Five years full-time experience performing fire inspection, fire investigation, plan review, and public fire education for a municipal county, state, federal, or special fire protection district agency.

Education:

- A Bachelor of Arts/Science Degree or equivalent from an accredited college or university with a major in fire service technology, fire/business/public administration, or related field which would provide applicants skills necessary to be successful in this positions, is required.
- The successful completion of the following California State Fire Service Training and Educational Systems program classes: Fire Prevention 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B; Fire Investigation 1A, 1B; Fire Instructor 2B; Management 1, 2A, 2B, 2D, 2E; completion of PC 832.
- ICS 100, 200 and 300 certifications.
- NIMS I-700 and I-800 certifications.

- California Office of the State Fire Marshal certification.

Typical Duties:

- Develops, coordinates, maintains and supervises all fire prevention programs by establishing procedures, assigning work, conducting training, and evaluating staff; interprets, applies, and ensures compliance with all applicable fire-related codes, ordinances, and regulations.
- Provides information to the public, contractors, and architects; interprets fire code requirements for builders, subcontractors, designers, owners, and members of the general public.
- Conduct field inspections to ensure compliance with state and local fire and code enforcement laws and ordinances.
- Directs development and implementation of emergency preparedness activities to interface with partner agencies and provide for public safety.
- Directs development and implementation of community risk reduction programs and oversees public information activities.
- Provides oversight of fire and arson investigations in conjunction with law enforcement agencies.
- Conducts research, analyzes data, and develops/enhances programs, regulations, and codes pertaining to the prevention of fire and protection of lives and property.
- Conducts research, makes recommendations, and prepares and presents reports.
- Represents the District with developers and other stakeholders to resolve fire prevention and public safety issues.
- Provides oversight of vegetation management activities.
- Investigates complaints and takes appropriate action.
- Responds to questions from the public and property owners.
- Attends and provides information at meetings with various groups including meetings of elected and appointed officials.
- Responsible for the comprehensive development and implementation of program objectives and program budgets.
- Directs, supervises and evaluates personnel; and, counsels and initiates employee discipline when appropriate.
- Oversees staff training and development.

- Functions as the Fire District's Public Information Officer (PIO)
- Performs other related duties as assigned.

Ability to:

- Ability to communicate clearly and concisely, both orally and in writing;
- Effectively schedule own workload, work independently, and exercise independent judgment;
- Enforce compliance with plans, specifications, ordinances, and codes;
- Represent the District in a variety of meetings;
- Understand, explain and apply policies and procedures;
- Conduct research related to codes, regulations and laws and make effective recommendations;
- Establish and maintain positive and effective working relationships with a variety of people including District personnel, elected officials, other municipal representatives, and the public;
- Analyze, interpret, and accurately check building plans and specifications for compliance with fire codes, ordinances, and regulations;
- Prepare and present comprehensive and concise oral and written reports;
- Make verbal and written presentations to a variety of audiences including elected officials, District personnel, and various community groups;
- Assign, review and evaluate the work of assigned staff;
- Investigate fire scenes and determine causes and origins of fire; investigate other incident scenes to determine cause of incident.

Knowledge of:

- Basic mathematics, English grammar, spelling and punctuation.
- Principles and practices of supervision, training, and performance evaluation.
- National, state, and local fire and life safety regulations and standards.
- Development and construction process.
- Plan check and permit process.
- Modern fire suppression methods, technology and equipment.

- Knowledge of mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.