

FIRE MARSHAL (RM)DEFINITION

This is a civilian, non-fire fighting fire safety class, which manages the Fire Prevention Bureau, to provide a comprehensive fire prevention program in a culturally diverse community.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Directs activities to safeguard life and property from fire, explosions and related hazards. Directs activities to enforce environmental regulations that are the responsibility of the Fire Department. Directs and supervises the application, interpretation and enforcement of state and local fire codes relating to existing structures. Directs, coordinates and supervises plan checking and on-site inspections of new construction to maximize safeguards against fire and to protect life and property. Meets with architects, engineers, contractors and others involved in development and construction activities, which affect the City's fire prevention program. Develops, administers and evaluates Fire Prevention Bureau goals, practices, policies and procedures. Prepares and monitors a schedule of fire safety inspections performed by Fire Safety Specialists and Fire Suppression personnel. Supervises the development and maintenance of inspection records. Enforces state requirements for underground storage tanks of hazardous materials and their monitoring systems, and other environmental regulations. Directs cooperative programs to educate children and the general public in a culturally-diverse community regarding fire prevention and life safety practices. Evaluates budget requests; prepares and administers Fire Prevention Bureau Budget. Supervises, trains and evaluates assigned staff. Analyzes and evaluates fire causes, current trends, and changes in scientific or industrial technology to determine their impact on the community in relation to fire, life safety, and property protection. Prepares reports on aspects of Fire Code requirements; recommends changes or develops new fire and building code sections in order to maintain the highest level of fire and life safety. Makes presentations before the City Council, City Commissions, boards and commissions, and community groups on fire prevention matters, as necessary. Coordinates and provides 'in-service' fire prevention and hazardous materials training for fire prevention employees. Coordinates activities of the Fire Prevention Bureau with other programs of the Fire Department. Performs other functions as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible fire safety experience, at least two years of which must have been in a supervisory or lead capacity. Education equivalent to graduation from a four-year college or university with a bachelor's degree in fire protection, engineering, public administration or related, supplemented with coursework and training in supervision and management; or any equivalent combination of training and experience, which provides the knowledge and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of: local, state and federal fire safety standards and codes; methods of technical fire inspection; principles and practices of hazardous materials safety; common fire hazards; principles and practices of management and supervision;

Knowledge of: programs to educate school children and the general public in a culturally diverse community regarding fire prevention and life safety practices; principles and practices of Total Quality Management; municipal budget methods; computer software applications related to the work. Knowledge of MS Outlook, Excel and PowerPoint desirable.

Ability to: Plan, organize and administer a comprehensive fire prevention management program; develop and implement policies and procedures; effectively direct, supervise, train and evaluate staff involved in fire prevention activities; evaluate and analyze data; interpret codes and regulations; prepare Fire Prevention Bureau budget; communicate effectively, both orally and in writing; establish effective working relationships with regulatory agencies, contractors, architects, developers, public officials, other city employees and members of the public in a culturally diverse community.

Skill in: the use of current computer software applications as necessary to produce reports, training documents or related documents.

Special Requirement: Possession and retention of a valid California Class C Driver's License is a condition of employment in this classification

Special Working Conditions: Willingness and ability to work evenings, weekends and holidays as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful Fire Marshal is able to arbitrate complex problems requiring an in-depth knowledge of fire safety practices, procedures, and laws. This leader is able to effectively supervise assigned personnel, is committed to the Total Quality Service philosophy, and creates a supportive, empowering team environment. This individual is able to organize heavy workloads and is capable of ensuring that tasks are completed on time. The successful Fire Marshal is able to analyze data and events, and make sound decisions under pressure based on this analysis. This excellent communicator has outstanding interpersonal skills and works effectively with people of all ages and cultural/economic backgrounds, can communicate effectively both orally and in writing, and is responsible, courteous, and helpful when dealing with the public and co-workers.

Class title established per Council Resolution No. 96-030,
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