



CENTRAL COUNTY FIRE DEPARTMENT

FIRE MARSHAL

Department: Fire
FLSA Status: Exempt

Bargaining Unit: Fire Administrators
Revision Date: 2/14/2024

DEFINITION

Under the direction, of the Fire Chief and the Deputy Fire Chief for operational impacts, the Fire Marshal will enforce all local fire codes and ordinances through plan checking and inspections; perform in-service fire inspection training and education; coordinate Fire Prevention Division activities; investigate causes of fires; supervise fire prevention and emergency management personnel.

ESSENTIAL DUTIES

- Manage the Fire Prevention and Emergency Preparedness Divisions.
- Develop and implement a comprehensive enforcement program of the Fire Code, Fire Prevention, and loss management program.
- Evaluate and enforce all existing local fire safety codes, conditions, and ordinances; remain current on and advise on changes in the Federal, State, and local codes applicable to fire safety.
- Assist in the development and implementation of goals, objectives, policies, and procedures for the various divisions of the Fire Department.
- Assist in coordinating Fire Department activities with other City and Town departments and divisions.
- Attend or coordinate appropriate Council, Fire Board, Planning, and/or Code Enforcement meetings.
- Meet and assist community members, developers, builders, subcontractors, owners, architects, engineers, contractors, and others involved in development and construction activities as it pertains to the Fire Code.
- Direct and manage the sworn and non-sworn personnel assigned to the Fire Prevention Division.
- Develop and implement procedural methods and practices for reviewing plans, conducting inspections, and investigating fire loss incidents.
- Review building plans and drawings for conformance with fire protection laws and regulations for residential, commercial, and multi-family structures.
- Review codes, regulations and ordinances and recommend effective changes for adoption and implementation to improve fire and life safety.
- Develop, write, or provide reports as necessary to measure and evaluate fire prevention activities and workload.
- Assist in comprehensive, technical plan checks of proposed projects to determine fire safety conditions and needs; conduct field inspections of construction projects as necessary; and ensure that client needs, and City policies and procedures are met.
- Oversee the administration of and issue correction and/or abatement notices and/or

- citations in the enforcement of fire-related ordinances and codes.
- Supervise and investigate complaints of fire incidents and safety hazards.
- Prepare and protect evidence of arson; supervise or conduct investigation, interviews and interrogations and present evidence in court.
- Select, supervise and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Testify as an expert witness in court for cases involving Fire Codes, state and local citations, arson, and fire causes.
- Manages engine company inspection program.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Federal, state, and local codes, ordinances, and regulations relation to fire prevention and code enforcement
- Fire prevention and code enforcement methods, practices, programs, equipment, and techniques.
- State and municipal codes, ordinances, and regulations relating to construction, electrical, mechanical, fire, heating, and gas installations.
- Principles, practices and procedures of modern firefighting.
- Fire investigation methods, programs and equipment.
- Fundamentals of building construction and materials.
- Court procedures in fire prevention enforcement.
- Principles of supervision and departmental management.
- Local geography including the location of mains, hydrants and major fire hazards to the City and Town.
- Principles of fire administration including: personnel, purchasing, training, safety and report writing.
- Mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials, objects, and hazardous materials.
- Laws, ordinances and regulations affecting the work of the department including city, county, state and federal.

Ability to:

- Communicate clearly, accurately, completely, and concisely, both orally and in writing.
- Maintain accurate and complete records.
- Supervise, train, and evaluate subordinates under normal and emergency conditions.
- Secure cooperation from the public in observing fire prevention laws and regulations.
- Review and interpret construction plans, specifications, and drawings.
- Recognize fire and safety hazards.
- Enforce and interpret applicable Fire Codes, regulations, and ordinances.
- Carry out investigations of arson and other suspected incendiary fires with appropriate agencies.

- Be available for after-hours calls and be available for standby duties.
- Utilize common office administrative software including electronic records management.
- Prepare and administer Division budget.
- Prepare and maintain complex reports.

Education and Experience:

- Five (5) years of experience involving the inspection of structures for conformance to fire safety standards and systems, including at least two years of supervisory experience.
- Bachelor's Degree in Fire Science, public or business administration, fire protection engineering, or civil or structural engineering, or closely related field is highly desired.
- An Associate's degree or higher from an accredited college or university in Fire Sciences or related field.

License or Certificate:

- Fire Prevention Officer Certificate or Fire Inspector II Certificate from the State of California.
- Fire Marshal Certificate from the State of California is highly desirable.
- Valid California State Driver's License.

SPECIAL REQUIREMENTS:

Ability to crawl, crouch, twist upper body, stoop, reach, sit, climb, kneel, stand, and walk for long periods of time; work at heights; ability to work in a hazardous environment including electrical, chemical, dust, and mechanical hazards; ability to work in confined spaces. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with the public, other departments and all those encountered in the course of work. Communicate clearly on the phone, in person and in writing; deal calmly with irate citizens and contractors; enforce necessary regulations with firmness and tact. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.