



July 2019
FLSA: Exempt

FIRE MARSHAL

DEFINITION

Under general direction, manages, supervises, coordinates and performs technical work in the investigation of industrial, commercial, and residential building facilities; enforces compliance with building, zoning, fire, safety laws, Town and State codes, local ordinances and abatement regulations; investigates suspicious fires and post blast incidents to determine causes, collect process and store evidence; oversees and directs field staff to calls for service; researches, develops, writes, implements, and interprets Town ordinances; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager. Exercises direct supervision over assigned code enforcement staff.

CLASS CHARACTERISTICS

This is a single-position classification that performs difficult and responsible types of technical and administrative duties in support of the Town's fire prevention, investigation, and code enforcement activities. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fire Inspector in that it is a management-level class responsible for the operations of an assigned program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, supervises, and reviews the work of fire prevention, code enforcement, and investigations.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures; evaluates employee performance, counsels employees, works with employees to correct deficiencies, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Develops, writes, and recommends the implementation of goals and objectives, schedules, and policies and procedures.
- Participates in the development, preparation of the assigned budget and administers and monitors budgets as assigned.
- Reviews plans, conducts field inspections of buildings, facilities and construction projects.
- Stays abreast of new trends, laws, procedures, and innovations relating to: Fire Investigation, Fire Prevention, Code Enforcement, case law, trends in liability issues.
- Researches, develops, writes, promotes, implements, and interprets Town ordinances.
- Investigates and reviews status of the burnt buildings, as well as insurance coverage and financing.
- Performs a variety of administrative duties including recording staff activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the division.

- Oversees and directs staff that receive and respond to complaints regarding substandard dwellings or structures, zoning violations, Fire/Health & safety code violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, sign ordinances, landscaping and/or building, and housing code violations, and other zoning and municipal code violations, issues notices of violation for non-compliance.
- Oversees and directs staff that inspect various buildings and establishments for fire hazards and general compliance with applicable laws, codes, and regulations; makes recommendations concerning fire/life safety for licensed establishments.
- Oversees and directs staff that contact owners, architects, engineers, developers, contractors, labors, and public officials to explain and interpret requirements and restrictions.
- Investigates all arson related fires and all structure/vehicle fires constituting a great monetary loss and interview all parties involved, analyzes and evaluates their testimony; communicates and confers with other law enforcement officers and private investigators; issues warrants and arrests suspects; testifies in court.
- Processes fire scenes for evidence collection, storage, and documentation.
- Reviews legal actions and works with the District Attorney in prosecuting offenders, appears in court concerning codes and ordinances.
- Completes fire investigations, prepares crime reports and submits them to the District Attorney's office for review and prosecution of arson/fraud offenders.
- Arranges, coordinates, and participates in professional group meetings and provides information to the public concerning fire investigation, prevention and code enforcement practices and procedures.
- Responds to traditional and chemical bomb/explosive devices; secures and searches scene, documents scene, collects and stores evidence, and investigates.
- Attends meetings, conferences, workshops, and training sessions and reviews materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of modern fire prevention, public education, fire suppression, emergency medical, rescue and hazardous materials activities.
- Applicable Federal, State, and local laws, codes, and ordinances such as the California Fire, Life-Safety, and Building codes.
- Mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials and hazardous substances.
- Principles and practices of organization, administration, budgeting, and personnel management.
- Methods and procedures to monitor compliance with regulations, codes, and laws.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and methods of investigation utilized in code enforcement inspections.
- Basic terminology used in zoning, including regulations and requirements for court evidence documentation.
- Basic engineering, architectural, and building design practices and procedures.
- Occupancy-use Classifications.
- Occupational hazards and standard safety practices necessary in the area of building and facility inspection and construction.
- Principles, methods, and procedures of criminal investigation and identification, and criminal law within reference to apprehension, arrest, and prosecution.
- Principles, practices and techniques of program development, administration and evaluation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, evaluate and participate in a comprehensive fire prevention management program; develop and implement policies and procedures.
- Compare hazards, probability of occurrence and consequence to establish risk and rank risks based on the effect to and in the community.
- Detect fire hazards and make recommendations on ways to prevent and eliminate fire hazards.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Read and interpret blueprints; detect deviations from plans, regulations, and standard safety procedures.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Identify and distinguish between various types of accelerants.
- Recreate a fire/arson scene through documentation and drawings.
- Operate modern arson tools; hydro carbon detector, digital photo equipment at fire scenes, etc.
- Enforce regulations, firmly, tactfully, and impartially.
- Conduct fact-finding inspections, including evidence gathering.
- Prepare clear and concise reports, correspondence and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by 60 units of coursework in fire science related to fire prevention, plan checking, building trades, public education, hazardous materials, inspection, arson investigation and/or suppression, other related field, and five (5) years of experience performing technical fire and/or law enforcement duties. A bachelor's degree in engineering, environmental science, public administration or related field is desirable

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate, valid driver's license with a satisfactory driving record.

- California State Fire Training certification by the California Office of the State Fire Marshal as a Fire Prevention Officer I and II, or equivalent.
- Fire Marshal and Fire Plan Examiners certification by the California Office of the State Fire Marshal.
- PC-832 Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.