

DEPUTY FIRE CHIEF/FIRE MARSHAL

DEFINITION

To plan, organize, implement, supervise and administer assigned departmental activities, operations and programs; to serve as a shift supervisor over assigned personnel; to direct fire service personnel and equipment while engaged in fighting fires; to participate in fire suppression activities and operations; and to perform related duties and responsibilities as required.

As designated by the Fire Chief, will serve as head of Fire Prevention Bureau of the Fire Department ensuring compliance with California Building Code, Fire Code, Zoning Ordinance and other related codes and standards are met.

This position also is responsible for the supervision and implementation of Title 19, Health and Safety Code and Fire Inspections.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative general direction from the Fire Chief.

Exercises direct supervision over regular and volunteer fire suppression personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Plans, organizes, directs and implements, coordinates and supervises all assigned departmental activities, operations, fire prevention bureau and programs.

Assists in developing, recommending and implementing cost-effective, innovative department programs, policies and procedures

Supervises and evaluates the performance of personnel on assigned shift; assigns schedules; reviews completed assignments for compliance with established standards; conducts formal performance evaluations of assigned personnel.

Evaluates and determines training needs of assigned personnel; develops, organizes, implements and participates in training programs; ensures proper certification of assigned personnel.

Assists establishing, within City policy, appropriate service and staffing levels; allocates resources accordingly.

Reviews and evaluates reports of subordinate officers for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Assists in selecting, training, supervising, motivating and evaluating the performance of department personnel through the chain of command; provides or coordinates staff training; implements disciplinary and termination processes

Establishes and implements operational policies and procedures related to assigned programs and operations; evaluates and modifies existing procedures to increase efficiency and to meet established departmental goals and objectives.

Responds to fire alarms and serves as field commander at fire scenes; supervises fire suppression operations and provides detailed instruction and direction to subordinates in extinguishing fires and performing other work related to the protection of life and property.

Confers with Fire Chief regarding operational or program objectives, problems and/or progress.

Interprets departmental goals, objectives, policies and procedures to departmental personnel.

Estimates personnel and material requirements needed to meet program objectives.

Assists with the preparation and administration of department and program budgets; authorizes and tracks expenditures; processes departmental purchases and other accounts payable; writes specifications for items to be purchased and coordinates the bidding process.

Responds to fire alarms and serves as field commander at fire scenes; supervises fire suppression operations and provides detailed instruction and direction to subordinates in extinguishing fires and performing other work related to the protection of life and property.

Participates in fire fighting operations, including forcing entry into buildings, scaling ladders, directing hose streams, operating chemical extinguisher, ensuring proper building ventilation to drive out smoke/gas, covering exposures, and directing salvage operations.

Supervises and/or assists with fire investigations.

Inspects personnel, equipment and quarters, and supervises and participates in the maintenance of fire station and equipment.

Coordinates, supervises and/or participates in various special programs and operations as assigned, which may include the installation, testing and servicing of City fire hydrants; the review of City accidents and inspection of City properties for fire hazards and damage; coordination and monitoring of the department's weed abatement program; processing and recording of blight activities for the department, etc.

Coordinates and/or assists with the coordination of the department's volunteer and intern firefighter programs.

Participates in the development and presentation of effective fire prevention and educational programs to school, civic and community groups.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding fire service and safety matters.

Keeps abreast of new developments in fire fighting, prevention, training and administration.

Represents the department at meetings with other departments, agencies and organizations as required.

Performs routine administrative functions as required, including but not limited to maintaining daily logs and preparing required reports, maintaining attendance and payroll records, coordinating the work of assigned clerical personnel, copying and filing documents, issuing burn permits to the public, conducting and attending staff meetings, etc.

Works an administrative schedule, which may include 24-hour duty assignments.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance.

Responds to complex and sensitive building and fire prevention issues.

Investigates tenant / landlord disputes to determine the veracity of the complaint and work toward resolution of code violations.

Assists in receiving and responding to inquiries, requests for assistance, concerns and complaints from the public regarding fire service and safety matters

Assists in preparing and submitting reports on departmental programs and activities to the City Administrator and City Council.

Reviews and approves plans submitted for building permits; ensures conformance to applicable building, electrical, mechanical, plumbing, fire, zoning and other codes and regulations of City, state and federal agencies.

Oversees the inspection of industrial, commercial and residential buildings; personally performs the more complex inspections and assists subordinates with inspection work as needed.

Performs Fire Marshal duties under minimal supervision of the Fire Chief, including fire code enforcement, and supervision of annual inspections including all A and H occupancies and some E and I occupancies.

Conduct complex, technical inspections and acceptance tests for efficiency of fire protection equipment, automatic fire extinguishing systems, fire alarm systems and associated devices.

Conducts inspection of facilities using hazardous materials to ensure compliance with local, state and federal regulations pertaining to storage, use and disposal of those materials.

Conducts inspections of aboveground storage tank facilities for both new installations and facility closure; provide detailed reports of all facility closures.

Conduct complex, technical inspections of buildings and property to ensure compliance with fire prevention laws and standards.

Negotiates with contractors and developers for access and water supplies needed to ensure appropriate response to emergency conditions.

Provides technical advice on sprinkler systems, high-piled storage, hazardous materials and related fire code issues.

Evaluates existing fire safety conditions and federal, state and local codes applicable to fire safety, recommending policies, procedures and ordinance revisions as necessary.

Monitor annual fire works storage and sales.

Acts as the City agent for Knox box key vault systems for rapid entry for emergency personnel.

Keeps abreast of new developments in building / fire code enforcement and fire safety.

Maintains records of building and fire prevention inspection activity, and completes related reports. Issues certificates and permits as appropriate.

May serve as acting Fire Chief in the absence of the Chief, as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, regulations and ordinances.

Fire codes, building codes and appropriate health / safety codes pertaining to fire suppression/prevention operations.

Operational characteristics, services and activities of a Modern comprehensive municipal fire protection program.

Specialized rescue technology and hazardous materials issues.

Principles and techniques of modern first aid, rescue, resuscitation and emergency medical services.

Geography, building construction types, major fire hazards, water supply and fire/building laws and regulations of the City.

Principles of water hydraulics.

California and federal emergency management agencies, mutual aid plans and procedures.

Principles of combustion as related to the various types of building and construction materials.

Recent developments, current literature and sources of information related to fire science and safety.

Budget preparation and administration methods.

Principles of supervision, training and performance evaluation.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze, apply and enforce federal, state and local laws, rules and regulations, as well as departmental policies and procedures, related to fire suppression/prevention operations.

Estimate manpower and material needs and costs accurately.

Plan, organize, supervise and evaluate the work of subordinate staff.

Train and instruct personnel in modern firefighting and fire prevention methods.

Develop and implement policies and procedures designed to meet departmental goals and objectives.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Take charge of a fire scene and effectively direct firefighting operations.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Deal courteously, yet firmly and effectively with the public in emergency situations.

Properly use fire suppression and other work-related equipment.

Learn standard emergency radio procedures and codes.

Prepare clear and concise administrative reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary for successful job performance.

Experience:

Six years of increasingly responsible professional experience in fire prevention and suppression, including at least three years of experience in a responsible middle-management position.

Education:

Associate of Arts degree from an accredited college or university with a major in fire science or related field. A Bachelor's degree, Master's degree or Executive Fire Officer Program with major course work in fire science or administration is desirable.

Additional Requirements:

Possession of a valid California driver's license and the ability to upgrade to Class "B"

Possession of a State of California Fire Officer Certificate or equivalent.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration. Worker is subject to unusual fatigue from irregular working hours / incident call activity.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, crawl, kneel, twist and reach while performing office and/or field duties;

frequently lift and/or move up to 25 pounds and occasionally up to 100 pounds; use hands to finger, handle or operate objects, tools or controls; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment, and driving a motor vehicle.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.