

CITY OF MILPITAS

Revised: June 29, 2001
EEOC: Administration
FLSA: Exempt
Unit: Unrepresented
Physical: 1

ASSISTANT FIRE MARSHAL

DEFINITION

Under general supervision, assist in the development and implementation of comprehensive fire prevention, loss management, public education, hazardous materials and non-point source programs administered by the Bureau of Fire Prevention.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Fire Marshal. Supervises both sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- ◆ Assist in development and implement of department policies, goals and objectives.
- ◆ Assist in the administration of the department's permitting, non-point source, and life-safety programs.
- ◆ Research and write technical and interpretive guidelines for enforcement of hazardous materials and life-safety laws and regulations.
- ◆ Advise City staff on hazardous material and life-safety related questions.
- ◆ Coordinate the City's hazardous materials and fire prevention programs with outside agencies.
- ◆ Assist in the training of the Department's personnel in inspections and investigations.
- ◆ Meet with and advise developers, contractors, businesses and City staff of applicable hazardous material and life-safety regulations.
- ◆ Represent the Fire Department before City Council, Commissions, Boards and Committees on fire prevention and hazardous materials matters as necessary.
- ◆ Review EIA and EIR reports. Provide comments and direction, as appropriate, to consultants, developers and City staff.
- ◆ Assist in the code development process.
- ◆ Use computers to prepare reports, correspondence, and enter data as necessary.
- ◆ Respond to emergencies when requested.
- ◆ Assume administration of the Bureau of Fire Prevention in the absence of the Fire Marshal.

- ◆ Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- ◆ Planning, organizing, directing, coordination and evaluation of programs for hazardous materials and life-safety.
- ◆ Code development and interpretation.
- ◆ Principles, practices and techniques of code enforcement.
- ◆ Chemistry and characteristics of chemical reactions.
- ◆ Arrest, search, and seizure procedures.
- ◆ Equipment and techniques used in fire and hazardous material inspections and investigations.
- ◆ Fire protection and detection systems; toxic gas monitoring and detection systems.
- ◆ Construction techniques and engineering practices.

Ability to:

- ◆ Analyze situations and make appropriate decisions and recommendations for program planning and management.
- ◆ Supervise, train, and evaluate the work of others.
- ◆ Communicate with engineers, contractors, developers, and the general public in a courteous and effective manner.
- ◆ Investigate fire and hazardous material incidents to determine cause and origin.
- ◆ Enforce codes, ordinances, and regulations pertaining to life-safety and hazardous materials in an effective manner.
- ◆ Read and interpret building plans.
- ◆ Prepare and maintain records and reports.
- ◆ Establish and maintain effective working relationships with a wide variety of people contacted in the course of work.
- ◆ Willingness to work irregular hours and perform callback work as required

Special Requirements:

- ◆ Perform heavy and hazardous physical labor, stoop, bend, crawl and lift and wear protective clothing and breathing apparatus as required to perform inspections and investigations; exposure to hazardous materials and chemicals.

EXPERIENCE AND EDUCATION

Experience:

Two (2) years experience in a career full-time position working in a fire prevention bureau with a paid Fire Department and dealing with fire-safety or hazardous material inspections, public education, code enforcement, new construction and fire protection systems. Management or supervisory experience is preferred.

Education:

Associate of Arts degree (60 semester units) with major work in Fire Science, Fire Administration, Public Administration or a related field or the equivalent; coursework in fire suppression, prevention, training supervision, or a closely related area preferred.

LICENSE OR CERTIFICATE

- ◆ Possess and maintain an appropriate, valid California Driver's License throughout employment.

Approved by:



City Manager

7-15-03

Date