

CITY OF MILPTIAS
Effective: July 2000
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 7

FIRE MARSHAL

DEFINITION

Under direction, supervises and performs the fire prevention and inspection activities of the Fire Department; provides responsive technical and administrative management of a comprehensive program of Fire Prevention, Loss Management and Hazardous Material/Environmental Protection; reviews plans and specifications for buildings and fire protection systems, and advises builders and developers; supervises and conducts fire investigations; oversees public relations and education programs; manages the weed abatement program; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This sworn classification performs independent and responsible work in promoting and insuring fire safety through inspection, education and enforcement.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Fire Chief, the incumbent supervises and trains staff engaged in fire prevention inspection and hazardous materials management; and also provides functional supervision to Fire Captains and Firefighters engaged in inspection and weed abatement activities.

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

- Performs complex inspections in all types of commercial and residential occupancies to assure they are in compliance with the Fire Code, ordinances and regulations as they pertain to the design, construction and installation of fire protection equipment & Hazardous Materials Regulations
- Reviews plans for new construction and the installation of fire protection equipment for adherence to fire and life safety regulations; & Hazardous Materials Regulation Compliance
- Supervises, trains and evaluates the performance of fire prevention/inspection staff .

- Investigates complaints of fire hazards & Hazardous Materials violations, writes correction notices, issues citations and performs other duties necessary to prevent the reoccurrence of safety related crimes or violations; appears in court as necessary
- Evaluates existing fire and life safety and hazardous materials conditions and federal, state and local codes applicable to public fire safety, and recommends revisions to codes, policies and procedures
- Inspects and tests fire alarm systems, fire sprinkler systems, heat and smoke detection devices and other fire protection and control mechanisms
- Confers with, answers questions for, and provides direction to property owners, contractors, engineers, architects and others regarding fire protection requirements & oversees Hazardous Materials Regulations
- Plans, directs and participates in departmental fire prevention and public education activities
- Directs and conducts fire investigations to determine cause and origin and works cooperatively with law enforcement agencies in arson cases.
- Prepares reports, completes forms and maintains various conventional and computerized inspection records
- Interprets fire prevention codes for engine company personnel; coordinates and supervises engine company inspection programs
- Manages City Weed Abatement Program
- Serves as authorized ombudsman for critical customer service issues relative to regulatory disputes and alternate methods or materials proposed; represents the Fire Prevention Bureau before the City Council, Commissions and Committees on Bureau related issues
- Works interactively with other divisions and departments for Uniform Fire Code Adoption and Ordinance, and applicable Municipal Codes related to Neighborhood Services.
- May respond to fires as command staff in non-operational suppression activities
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- principles, practices, methods and techniques of fire prevention and investigation
- laws, ordinances and regulations regarding fire prevention and inspection
- fire protection devices and systems
- building and materials construction
- computerized systems for maintaining data and preparing reports and correspondence

Ability to:

- identify life safety and fire hazards; gather, analyze and evaluate facts and draw logical conclusions relative to the interpretation and enforcement of laws, ordinances and regulations regarding life safety and prevention of fires; and implement corrective measures necessary to abate hazards
- communicate requirements, policies and decisions to the public in a courteous and effective manner
- supervise, plan and direct the work of others
- prepare clear and concise written reports and correspondence
- make effective oral presentations
- 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 call back work as required
- perform heavy and hazardous physical labor, stoop, bend, crawl, climb and lift and wear protective clothing and breathing apparatus as required to perform inspections and investigations

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Experience

Four (4) years experience in a career full-time position working in a fire prevention bureau with a paid Fire Department and dealing with fire safety inspections, public education, enforcement concerns, new construction and fire protection systems.

Education

Completion of two years of college with a AA degree in Fire Science or a related field

License or Certificate

Possession and continued maintenance of a valid California Class C driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

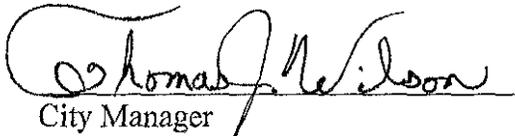
State of California Fire Investigator certification

Knowledge of hazardous materials chemistry

Work experience in the construction trades

Professional fire suppression experience.

Approved By:


City Manager

8-24-00
Date