GENERAL PURPOSE

The Fire Marshal performs a variety of highly technical and specialized fire safety activities in any of three areas of specialty which include plan check, hazardous materials and arson investigation.

DISTINGUISHING CHARACTERISTICS

This single class position is under immediate direction of the Fire Chief. Responsibilities include the direct and indirect supervision of fire department personnel. While performing duties in one area of specialty, the position may be called upon to assist, or assume the duties in another area of assignment.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Confers and advises architects, engineers, attorneys, developers, and the public regarding fire code related ordinances, fire prevention, weed abatement, and other ordinances.

Compiles information and prepares regular and special reports on inspections; identifies any actions taken with respect to fire prevention.

Conducts inspections of residential, industrial and commercial structures; conducts state, county and City licensing inspections as needed.

Performs highly technical inspections of commercial and industrial buildings and places of public assembly to determine compliance with fire and life safety codes; prepares compliance or correction notices for code violations; conducts follow-up inspections to insure corrections have been made.

Reports violations of laws, ordinances, and safety standards to Fire Chief; issues citations when needed; calculates fees for permits; and conducts investigations of reported fire hazards.

Conducts research, analyzes data, and develops/enhances programs, regulations, and codes pertaining to the prevention of fire and protection of lives and property.

Manages the Weed Abatement program and maintenance of open space; oversees the inspection of properties for compliance with Weed Abatement regulations; oversees the issuance of notices to property owners within legal time frame.
Develops and conducts training programs for fire personnel and the public on fire prevention, safety, and hazardous materials; prepares pamphlets, brochures and other safety materials; oversees public information and education activities; attends and provides information at meetings with various civic groups including meetings of elected and appointed officials.

Assists in the preparation and monitoring of the budget for assigned area of responsibility; monitors and approves expenditures; may prepare grant proposals and participate in grant administration activities.

Trains, supervises and evaluates the work of assigned staff; performs other related duties, as assigned.

**Plan Check Assignments**: Oversees community development and construction functions as they relate to fire and safety regulations; reviews and approves construction plans for compliance with various codes, regulations, and standards related to fire prevention, detection and suppression; conducts field inspections of new construction including the inspection of installed fire protection systems and fire hydrants.

**Hazardous Materials Assignments**: Conducts inspections of industrial and commercial structures involving hazardous materials; performs inspections for the removal and installation of underground tanks; researches, develops and implements a variety of policies and procedures relating to hazardous materials related activities; reviews plans for hazardous materials occupancies and provides technical assistance to builders, developers, the business community and local governmental agencies; responds to hazardous materials emergencies to serve as a technical reference person; provides information on chemical identification, potential hazards, and safe handling and disposal of hazardous materials; coordinates with the Los Angeles County Fire Department on hazardous materials and CUPA issues.

**Arson Investigation Assignments**: Oversees the investigation of suspected arson fires and coordinates cause/origin investigations performed by other staff; reviews all fire reports for potential cost recovery and for arson investigation follow-up; coordinates enforcement operations with other agencies.

**QUALIFICATIONS**

Any combination of knowledge, skills and abilities that provide the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

**Knowledge, Skills and Abilities:**

- **Knowledge of**
  - Principles, systems, procedures, practices, and methods employed in fire prevention, inspection, investigation, public information and education, and municipal government.
  - District policies and procedures and the laws and regulations governing operation of a Fire District; working knowledge of modern firefighting methods and practices; fire, life safety, and Building Code, state codes and National Fire Standards, as well as Uniform Fire Code and fire related sections of the Uniform Building Code and Uniform Mechanical Code; related provisions of the California Penal Code, and California Health and Safety Code.
  - Modern office practices and equipment, including use of personal computers and Microsoft and other specialized software applications.
Report writing and record keeping practices and methods; basic mathematics, English grammar, spelling and punctuation.

Principles and practices of supervision, training, and performance evaluations.

Development and construction process; plan check and permit process; knowledge of hazardous materials regulations and laws; chemistry, and hazardous materials emergency response procedures.

Principles, practices and techniques of arson investigation and the cause and origin of fires; interviewing techniques of suspects to obtain information; laws of arrest and use of force policies.

**Skills/Abilities**
Communicate clearly and concisely, both orally and in writing; prepare and present oral and written reports; develop, design and prepare pamphlets, brochures and presentations on fire and life safety.

Tactfully secure voluntary compliance with code requirements; enforce compliance with plans, specifications, ordinances and codes.

Effectively schedule own workload, work independently, and exercise independent judgment; be on call on a rotating schedule to conduct investigations and/or respond to emergencies; be available periodically to work after normal business hours and/or weekends.

Represent the Fire Department in a variety of meetings with civic groups, other governmental agencies, City Council, and Boards and Commissions; understand, explain and apply policies and procedures.

Inspect routine and difficult projects and occupancies; conduct research related to codes, regulations and laws; and make effective recommendations; read and interpret engineering plans, blueprints and specifications; apply regulations, standards, and principles to approve construction plans.

Assign, review and evaluate the work of assigned staff; serve as Technical Reference Specialist under the Incident Command System; and determine proper Fire Code classes of hazardous materials for Fire Code enforcement.

Understand and apply hazardous materials regulations; review plans for conformance to hazardous materials requirements in the Fire Code; and conduct complex hazardous materials inspections.

Establish and maintain effective working relationships with engineers, developers, contractors, other governmental agencies, the public and those contacted in the course of the work.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
A Bachelor’s degree in Public or Business Administration, Fire Technology, Emergency Management or a related field.
Experience
Five (5) years of increasingly responsible experience in fire and building code enforcement and public relations/information involvement including training programs, public education presentations, and fire prevention field inspections and investigations.

Licenses/Certificates
Possession of California State Fire Marshal Fire Prevention Officer certificate or equivalent.

Possession of California State Fire Marshal Fire Protection Specialist, Plans Examiner, and Fire Marshal certificate, or equivalent, is a condition of continued employment and must be completed within two years of appointment.

Possession of a valid California Emergency Medical Technician certificate is a condition of probation and continued employment. A California Paramedic License with Los Angeles County accreditation is preferred.

Possession of a valid California Class A or B commercial driver's license with appropriate endorsements is required as a condition of probation and continued employment.

Physical Demands and Work Environment

Physical demands
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk and must be able to hear pager, radio communications, human voice, and sirens. Employee is frequently required to sit, stand, and walk for long periods of time; use hands and fingers to manipulate, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, or crouch. Employee must occasionally lift and/or move up to 180 pounds; perform duties requiring physical endurance and agility. Specific vision abilities required by this job include the ability to see well in difficult conditions, i.e., night time driving, and smoke conditions. Must be able to read fine print and work at a computer work station, and read maps and specifications. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust, focus, and be free from color blindness.

Work environment
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office with moderate noise. While working outdoors, the employee may be exposed to noise, vibration, extremes in temperature or humidity, dust, gas or fumes, at all times of day and in all weather conditions and is routinely exposed to hazardous situations such as smoke and products of combustion, chemicals, and gases on emergencies that may result in injury, and/or death. Noise levels in the work environment is usually moderate but the employee may occasionally be expose to high level noises including but not limited to emergency vehicle sirens, radio traffic, road traffic, fire engine pumps, shouting, and yelling.

Department: Fire Department
Classification: Management
FLSA Status: Exempt