

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING, LIFE & ENVIRONMENTAL SAFETY DIVISION
FIRE MARSHAL (NON-SAFETY)**

GENERAL DUTIES: Under general supervision of the Deputy Director of Community Development, oversee and direct the operations of the Fire Prevention and Chemical Control Section which includes Fire Prevention, CUPA/Hazardous Materials and Pretreatment activities. The Fire Marshal is an employee of the Fire Department, permanently assigned to BLES Division and reports directly to the Fire Chief regarding fire code issues.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/city policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Remain current with Federal and State laws and regulations and enforce Federal, State law/regulations, and local codes/ordinances in a uniform and systematic manner.
2. Direct and supervise fire prevention, hazardous materials and pretreatment plan checking, inspections, and other operations, as assigned.
3. Inspect commercial, industrial and certain residential buildings in various stages of progress against plans or specifications to ascertain code compliance with applicable fire prevention,

hazardous materials and pretreatment requirements.

4. Discuss compliance problems with owners, contractors and other responsible parties; may issue citations for violations of code provisions.
5. Investigate complaints and disputes; respond in writing regarding complaint investigations and perform and coordinate code enforcement activities with other departments, divisions and sections.
6. Issue stop-work orders in situations of deliberate or negligent non-compliance. Maintain records of inspections made and actions taken.
7. Provide code interpretations as required and recommend the adoption and amendments of codes, ordinances and regulations.
8. Participate in pre-construction meetings.
9. Develop and direct the implementation of section goals, objectives, policies, procedures and programs.
10. Submit accurate, concise and complete reports, on schedule, with appropriate recommendations.
11. Skillfully represent the interest of the city when working with the media and making presentations to the public.
12. Coordinate fire code related appeals with the Secretary to the Building/Fire Board of Appeals.
13. Propose the section budget and is responsible for the day-to-day administration of the budget.
14. Supervise section staff and conducts accurate appraisals of employee performance. Ensure that employee performance appraisals are submitted on time.
15. Provide training and support to section staff and is available to staff for guidance.
16. Attend meetings, workshops, seminars and other similar activities. Make presentations to City Council as required.
17. Understand and complies with the policies of the City Council, City Administrator, Department Head and Division Manager.
18. Provide staff with support in decision-making and provide direction to technical staff. Maintain effective communications with staff through regularly scheduled meetings.

19. Delegate meaningful responsibility and authority.
20. Accept and complete special assignments and projects as may be assigned.
21. Coordinate efforts with other division sections and departments.
22. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Management and supervisory techniques and applications in line with City policy and philosophy.
2. Administration and leadership techniques.
3. Budget preparation.
4. In the use of computerized permit tracking system, personal computer, word processing and other software.
5. Write correspondence and reports clearly and concisely.

KNOWLEDGE: Knowledge of:

1. Administration and management techniques.
2. Legal aspects of administration and code enforcement.
3. Correct English usage, grammar, spelling and punctuation.
4. Applicable laws, regulations, codes and ordinances.

ABILITIES: Ability to:

1. Organize and administer a Fire Prevention, CUPA/Hazardous Materials and Pretreatment section.
2. Supervise others.
3. Understand, read and interpret plans and specifications.
4. Communicate effectively both orally and in writing.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Personal computer
2. Laser printer
3. Telephone
4. Fax machine
5. Copier
6. Calculator
7. 10 key adding machine
8. Microfiche reader
9. Lettering machine
10. Two-way radio
11. Specialized computer software
12. Various detectors/instruments
13. Inspection car
14. Car radio
15. Hand-pack radios
16. Keys to a variety of City locks
17. Report forms, pencils and pens
18. Citation books
19. Tape recorders/video cameras
20. Gasoline pumps
21. Chemical reagents

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of two-way radios, files, books, binders and boxes of work-related materials.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings, workshops or seminars.
2. Standing, for prolonged periods of time while working in the field, providing training or making presentations to the Council or public.
3. Walking, while conducting inspections or investigating complaints.
4. Bending/stooping during inspections.
5. Kneeling/squatting, during inspections.
6. Climbing
7. Twisting/turning during inspections or when giving presentations.
8. Reaching, when performing various office activities or during inspections or conducting investigations.
9. Lifting/carrying, up to 10 pounds.
10. Driving.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, fax machine, copier, camera, microphone, radio, tape recorder, gasoline pumps, automobile, etc.

1. Seeing
2. Speaking
3. Hearing
4. Touching
5. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions over 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office setting with phones, copiers or faxes.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditions.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, copy machines or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections or investigations, less than 50 % of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, gravel, mud, tile, linoleum, uneven surfaces, etc.
4. Lighting: Normal outdoor conditions.
5. Ventilation: Heating and air conditions provided by a vehicle or plane.
6. Dust or Fumes: Normal to high levels associated with dust, pollen, vehicle exhaust and inspection activities.

HAZARDS:

During a site visit or inspection, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle or working near hazardous/moving equipment and potential hazards from exposure to toxic/poisonous substances.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, microphone, fax machine, etc.

ATMOSPHERIC CONDITIONS:

Minimal to low exposure to fumes occurs in the field when visiting or inspecting construction sites or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A. Bachelor's Degree from an Accredited College with major course work in Fire Protection, Hazardous Materials, Chemistry, Environmental Health or other related field of study, and

B. Three (3) years of related experience including one (1) year in a supervisory or management position in one or more of the following areas: Fire Prevention, CUPA/Hazardous Materials, Pretreatment

OR

2. A. Associate Degree from an accredited college with major course work in Fire Protection, Hazardous Materials, Chemistry, Environmental Health or other similar degree and

B. Five (5) years of related experience including two (2) years in a supervisory or management position in one or more of the following areas: Fire Prevention, CUPA/Hazardous Materials, Pretreatment and

C. A Hazardous Materials Management Certificate or an Industrial Waste Inspector Grade III Certificate or successful completion of all Prevention Officer II / Fire Protection Specialist course work including prerequisites.

3. Experienced in multi-program, multi-project management.

4. Strong interpersonal and communication skills.

5. Inclusive and participatory management style.

6. The capacity to make incisive, effective and fiscally responsible decisions.

7. Possess and maintain a valid Class C California Driver License and a safe driving record necessary to operate assigned vehicle(s).

8. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses, attending seminars, workshops and participating in an individual study program.

9. Pass a post-offer medical examination, which includes a drug test .

10. Pass a Department of Justice criminal record check for employment.
11. Prefer non-tobacco user.