



Position Description

FIRE MARSHAL

DEFINITION

Reporting to the Fire Chief, performs responsible supervisory, technical and administrative work in all fire prevention related activities. May work a 40 hour or other flexible work schedule depending on duty assignment and needs of the department. Provides highly responsible and technical staff assistance to the Fire Chief. This is a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED

Receives direction from the Fire Chief or designee.

SUPERVISION EXERCISED

May exercise direct supervision over Fire Captains and other assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

- Manage the department's fire inspection program
- Conduct field inspections to ensure compliance with state and local fire and code enforcement laws and ordinances
- Review plans for industrial, commercial, public, and residential structures and buildings for compliance with fire-related codes and ordinances
- Meet with engineers, architects, contractors, business community, property owners, and the public to discuss and interpret codes, ordinances and division policies, and resolves disputes and problems
- Remain current on changes in federal, state, and local codes applicable to fire safety, and recommend policies, procedures and fire code revisions as necessary
- Represent the Fire Department before City Council, commissions, boards, committees and civic organizations on fire prevention matters
- Assist in the development and implementation of goals, objectives, policies and procedures for the various divisions of the Fire Department
- Investigate fires to determine cause, origin, and value loss of fire incident; assist in the collection of evidence

- May testify as an expert witness in court cases involving fire code violations, arson, and accidental fires
- Assist in the preparation of the department budget and budget implementation
- Coordinate Fire Department activities with other departments and divisions within other jurisdictions
- Assist to update and revise the disaster plans and emergency operations as necessary
- Prepare written reports including, but not limited to, fire investigation reports, fee schedules, policies and procedures, municipal code modifications, department activity reports, and project review
- Supervise, train, evaluate and maintain personnel records of assigned staff
- May participate in recommending the appointment of personnel; work with employees to correct deficiencies and implement discipline procedures
- May participate in related training classes; conduct multi-company training exercises and assess readiness needs of fire personnel
- Assist in coordinating public fire safety training programs
- May be asked to act as the Fire Department representative in Fire Chief's absence
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of modern fire loss prevention management; including public education, inspections, and code enforcement
- Methods, techniques and organizational development, budgeting and personnel management
- Geography of the local jurisdiction including the locations of major fire hazards
- Principles of fire administration including training, safety, research, and preparing reports
- Applicable local, state and federal laws, ordinances, codes and regulations affecting the work of the department
- Microsoft Office and other software programs used in fire administration
- Principles and techniques of building construction and safe building occupancy
- Fire investigation practices

Ability to:

- Establish, maintain and foster positive and harmonious working relationships with all those encountered in the course of work
- Prepare clear, concise and complete oral and written reports and maintain accurate and complete records
- Supervise subordinates under normal and emergency conditions

- Conduct pre-fire planning
- Gain cooperation from the public in observing fire prevention laws and regulations
- Communicate clearly and concisely on the phone, in person and in writing
- Deal calmly with citizens; enforce necessary regulations with firmness and tact
- Analyze data and effectively present conclusions
- Interpret laws, codes and regulations and determine appropriate alternative methods as necessary
- Represent Fire Department policies with contractors, developers and the public
- Provide effective long-range planning and policy development
- Effectively present fire protection issues at community meetings
- Plan, organize and participate in comprehensive fire prevention and fire loss management program

EDUCATION AND EXPERIENCE

Education

- Graduation from an accredited college or university with bachelor's degree in fire science, business or public administration, civil or structural engineering, or related field, or
- Graduation from an accredited college or university with an associate's degree in fire technology or related field, or completion of 60 college units in fire-related courses; plus completion of at least two (2) courses in the State of California Fire Prevention Officer certification series

Experience

- Five (5) years of professional fire protection, design review and code enforcement experience with at least three (3) years supervisory experience, or
- Ten (10) years of increasingly responsible full-time municipal fire suppression experience, including at least three (3) years supervisory experience comparable to the Fire Captain level in the San Bruno Fire Department (seasonal experience does not qualify), with experience in inspection, investigation, and public education

SPECIAL REQUIREMENTS

- Possession of, or ability to obtain and maintain, a valid California Class C driver's license
- Current CPR and First Aid certification or California State EMT Basic certification
- Certification in State of California's Fire Prevention Officer series and/or International Code Council (ICC) FM Certified Fire Marshal highly desirable

TOOLS AND EQUIPMENT USED

Self-Contained Breathing Apparatus (SCBA), overhall and investigation tools, personal protection gear, portable generator and lighting, radio, personal computer, phone, and motor vehicle.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit; talk and hear; stand; walk; use hands to finger, handle or operate objects, tools, or controls; reach with hands and arms, and wear and utilize a Self-Contained Breathing Apparatus (SCBA).

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; ability to crouch, crawl and climb.

WORK ENVIRONMENT

The work environment characteristics described here 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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

The employee is required to be available for on-call duties during nights and weekends as necessary.

SELECTION GUIDELINES AND GENERAL INFORMATION

Formal application; review of education and experience; appropriate testing and interview; oral interview; background check; physical agility test; drug screening; final selection and pre-employment medical examination. Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: July 11, 2017
Resolution Number: 2017-60
Revision History: N/A