

## **CITY OF REDWOOD CITY DEPUTY FIRE MARSHAL**

### **DEFINITION**

Under administrative direction, perform supervisory and technical work in implementing a comprehensive fire prevention and loss management program; to provide responsible technical staff assistance; and related work as required. When assigned, the Deputy Fire Marshal may act in the capacity of the Fire Marshal.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Fire Marshal. Functional supervision may also be provided by other Fire Department management personnel.

Responsibilities include supervision of Fire Prevention Officers and may include supervision of Fire Prevention Bureau administrative support personnel.

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

1. Assist with planning, organizing, and managing the operations of assigned areas within the Fire Prevention Bureau which may include plan review, building inspection and fire investigation.
2. Assist with resolving difficult code enforcement situations by meeting with contractors, developers, engineers and attorneys to negotiate alternate compliance to codes and plans.
3. Investigate and resolve sensitive issues and citizen complaints.
4. Investigate complaints involving violation of applicable laws, ordinances, or regulations related to fire prevention and provide correction notices as necessary, including weed abatement.
5. Supervise, train, develop and evaluate assigned staff. May conduct training of new or existing employees.
6. Interpret and enforce provisions of fire prevention and fire safety laws, ordinances and other regulations.

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7. Assist Fire Marshal in enforcing fire and life safety codes, ordinances, standards, and regulations related to fire prevention and pursuing legal prosecution of violators.
8. Assist with conducting research, analyzing findings, and evaluating alternate materials and methods in the application of the fire code.
9. May conduct program evaluations of, but not limited to, plan review, new and existing building inspections, and fire / arson investigations.
10. Perform periodic inspections of new and existing buildings, structures and installations requiring fire clearances; identify fire hazards; recommend corrective actions; perform follow-up inspections to see that corrective actions have been taken.
11. Assist in preparing budget documents, monitoring assigned budgets, projecting future budgetary needs, and approving expenditures up to an approved limit.
12. Participate in establishing goals, objectives, policies, and procedures for the Fire Prevention Bureau. Coordinate the annual review and management of documents as assigned.
13. Assist in researching, directing, monitoring, and updating training programs in the areas of plan review, building inspections, fire investigations and others.
14. Perform research and analysis of data, prepares findings and submits reports related to fire prevention activities.
15. Provide information to the public concerning fire prevention practices and procedures; develop and conduct training programs and group presentations relative to fire prevention and fire investigation.
16. Make public presentations regarding fire department information and/or educational programs.
17. May respond to fire scenes and conduct thorough origin and cause investigations; secure fire scenes; identify types of fires; collect, prepare and present evidence; interview witnesses and suspects; write comprehensive fire investigation reports; testify in court when required.
18. May act on behalf of the Fire Code Official, including testifying in court regarding fire investigations and fire code issues, when assigned.
19. May represent the Fire Department on various national, state and regional committees; attends functions relating to fire, life safety and the fire code.

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20. Set examples for subordinates by dress, appearance, and attitude.
21. Regularly attend continuing education classes, seminars, and training sessions to stay current with changing technology and laws.
22. Assist the Fire Marshal with developing standards, staff reports, ordinances, and regulations.
23. Prepare and maintain concise, accurate, and detailed records and reports.
24. Develop and maintain a variety of records and reports.
25. Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and techniques of fire prevention, fire investigation, and public education.

Fire suppression operations and practices.

Principles and practices of employee supervision, training and evaluation.

Department budget preparation and techniques.

Federal, State, and Local fire prevention and building standard codes and ordinances.

Principles and techniques of building construction inspection work.

City and Fire Department policies, procedures, rules, and regulations.

Practices, procedures, and equipment used in fire investigations, including the ability to recognize and collect evidence.

Procedures and techniques and equipment such as fire extinguishers, sprinkler systems, and alarm systems.

**Ability to:**

Apply technical knowledge and follow proper inspection techniques and detect deviations from plans, regulations and standard safety practices.

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Plan, assign, coordinate and manage the functions and activities of assigned areas.

Supervise, train, and develop employees effectively.

Coordinate activities of staff assigned including performance evaluations or recommendations or actions to supervisor.

Develop effective fire prevention programs.

Prepare budget recommendations and administer requirements.

Conduct accurate, thorough and timely fire scene investigations.

Identify types and determine causes of fires.

Recognize, identify, properly collect, and preserve evidence. Effectively interview witnesses and suspects.

Perform related work in environments and sites in various conditions or stages of completion.

Evaluate technical reports and evaluate effective alternate fire protection measures.

Identify fire hazards and recommend corrective actions.

Listen and communicate effectively with diverse groups of people both verbally and in writing.

Investigate and resolve complex or sensitive citizen issues.

Establish and maintain effective working relationships with City staff and the general public.

Operate computerized equipment, information systems, and general office equipment.

Prepare administrative and technical reports. Maintain records and prepare reports.

Interpret and enforce federal, state and local fire prevention codes and ordinances.

Establish and maintain effective work relationships with those contacted during the performance of duties.

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Use and maintain full appropriate personal protective equipment (PPE) including self-contained breathing apparatus (SCBA).

**Physical Characteristics:**

Must be in sufficiently good health to perform essential job duties and heavy manual labor.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Skills to:**

Analyze data and present conclusions.

Provide leadership, management and supervision. Develop administrative controls.

Operate modern office equipment, computers, and required software.

Operate a motor vehicle safely.

Effectively communicate orally and in writing.

Work effectively without direct supervision.

Evaluate the effectiveness of personnel, administrative systems, and Fire Prevention operations.

**Experience and Education:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.*

*A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of increasingly responsible experience comparable to that of a Fire Prevention Officer for the City of Redwood City.

**Education:**

Equivalent to completion of an Associate's Degree from an accredited college or university with major course work in Fire Science, Fire Prevention, Fire Protection Engineering, or a closely related field. A Bachelor's Degree is highly desirable.

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**License or Certificates:**

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Possession of California State Fire Investigator, PC-832 Arrest Search and Seizure, State Fire Inspector I and II, ICC Fire Inspector I and II, State Fire Prevention Officer, State Fire Protection Specialist, State Plans Examiner, and State and ICC Fire Marshal certificates are highly desirable.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment with ability to sit, stand, walk, kneel, crouch, squat, stoop, reach; exposure to outdoors, heat, confining work space, electrical and chemical hazards and dust, and perform heavy manual labor.

Ability to visit and move about construction sites, fire scenes, emergency sites, and other locations in appropriate PPE to evaluate investigation activities.

**Effective Date:** January 2012

**Amended:** May, 2019

**Bargaining Group:** International Association of Firefighters - Local 2400

**FLSA Status:** Non-Exempt