

JOB DESCRIPTION

City of Patterson



Human Resources

FIRE MARSHAL

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under the limited direction of the Fire Chief, the Fire Marshal leads and manages Fire Prevention Programs for the City of Patterson Fire Department and the West Stanislaus Fire Protection District's (District); coordinates plan reviews for new and existing buildings; develops and conducts fire prevention education programs; acts as a liaison to city/county departments, developers and the public on fire and life safety issues; develops drafts of local codes and ordinances and drafts revisions to local codes and ordinances for the District's consideration; performs on-site inspections to ensure compliance with codes and ordinances; establishes and manages a comprehensive fee for services program; organizes and manages the Fire Prevention Inspection program ranging from municipal to rural application; coordinates with CAL-FIRE on urban interface and state responsibility areas within the Fire District relating to prevention measures; supervises fire personnel assigned to the Fire Prevention Division; and performs other duties as required and special projects as assigned. As a member of the management team, respond to emergency incidents or events and acts in a Command or General Staff position.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from the Fire Chief.

Exercises supervision over Fire Inspectors, administrative staff and volunteers assigned to the Fire Prevention Program.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Plans, organizes, and directs the daily operation of the Fire Prevention Division for the City of Patterson Fire Department and the West Stanislaus Fire Protection District.

Conducts, coordinates, and approves plan reviews for new construction, remodels, alterations and repairs, and when necessary, confers with architects, engineers, contractors and appropriate City/County staff to ensure code compliance.

Reviews and provides recommendations and requirements for proposed developments within the District's jurisdiction and coordinates reviews with City/County departments.

Establishes and manages the City and District-wide Fire Prevention Inspection program.

Attends meetings with the county, cities, consultants, developers, landowners, and contractors to represent the City's and District's interests in planning, fire protection and fire prevention issues and activities.

Conducts onsite inspections of buildings and fire protection systems.

Reviews and understands related fire and life safety codes. Related duties include: makes recommendations to the Fire Chief for code adoptions or repeals; interprets the meaning and intent of code sections; clarifies code requirements and inspection procedures for the development community; and acts as the liaison with other agencies on ordinances that may require support of the District.

Develops implements and manages fire company level programs for the Fire Prevention Division; provides education to shift personnel on conducting a variety of fire inspections.

Coordinates with CALFIRE for fire prevention measures on State Responsibility Areas within the Fire District.

Prepares Division budgets; assists with budget implementation; participates in the forecasting of additional funds needed for staffing, equipment, materials, and supplies; and administers the approved budget.

Develops fire and life safety education programs for presentation to a variety of business and community interest groups.

Administers the City's and District's education program for schools, coordinates, and delivers the program, and updates the program as needed.

Administers the weed abatement and fire and life safety program; assesses compliance of properties; and prepare reports and related records.

Works cooperatively with contracted Chief Building Officials, Community Development staff, the State Fire Marshal, and the community to ensure thorough, organized and timely permit processing and site inspections.

Conducts all hazard risk assessments of residential properties; educates property owners of methods to improve property ratings.

Performs related duties as required and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: Local and state fire codes, regulations, and statutes; NFPA codes and standards; applicable federal, state, and local laws and ordinances and fire safety standards.

Working knowledge of: Principles, practices, techniques, and equipment used in fire suppression activities; principles and practices of employee supervision

Knowledge of: Building construction components; fire protection systems and their proper application effective operation of personal computers and use of relevant software programs; modern practices of fire investigation prosecution of incendiary fires.

Ability to: Apply extensive knowledge and sound judgment when interpreting and applying complex principles to fire codes, regulations and statutes; conduct technical plan reviews in residential, commercial, industrial construction and clearly articulate requirements to contractors and design professionals; prepare and

understand public agency budgets; write clear, concise reports and keep accurate records; prepare and make effective oral information presentations and reports to local jurisdictions and community groups; demonstrate physical endurance, agility, dexterity and strength necessary to perform required duties; work effectively with the public, Fire District personnel and other local jurisdictions; work with businesses, property owners, permit applicants, residents and other City and County departments within the Fire District; understand and use techniques for dealing with people in person and over the telephone in stressful or confrontational situations; take initiative and use independent judgment within legal, policy and procedural guidelines; perform at the Command or General Staff level within the Incident Command System; effectively manage assigned staff; read, speak, write and comprehend English at a level necessary to carry out the essential functions of the position; and to communicate effectively with elected officials, other departments, agencies and government organizations, contractors, engineers, architects, and the general public.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Equivalent to a Bachelor's Degree from an accredited university or college in Fire Science, Public Administration, or related field

Experience: Five (5) years of responsible experience in fire prevention for a fire district or a city, county or state fire department or agency with responsibility for fire prevention, fire inspection, plan review and public education and relations, which includes at least two (2) years of supervisory experience.

License or Certificate: Possession of a driver's license at the appropriate level including necessary special endorsements required by the State of California may be required for some positions to perform the essential job functions of the position.

Required Certification:

Possession of a California State Marshals Fire Inspector 1A, 1B, 1C and 2A, 2B, and 2C certifications; a valid Medical First Responder or Emergency Medical Technician certificate; a valid Health Care Provider CPR card; Incident Command System 100, 200, 300, & 400 certifications; and California State Fire Marshal Certification.

Must obtain a California P.C. 832 Arrest and Firearms Certification within 24 months from date of appointment

Must obtain Fire Prevention Level 3A and 3B California State Fire Marshal Certifications, or other recognized state, national or international association acceptable to the jurisdiction) within the designated probationary period or be dismissed from service.

ICC Certifications as Fire Inspector and Plan Checker desired.

MENTAL AND PHYSICAL REQUIREMENTS

Physical Requirements: Position requires sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; occasionally lift and/or move work related weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate a vehicle to travel to various locations.

Environmental Conditions: Work is performed in a standard office environment with frequent travel to various locations to attend meetings and/or perform Department activities in responding to emergency scenes, disasters, or critical incident; occasionally exposed to outside weather conditions and wet and/or humid conditions.

FLSA Status: Exempt

Developed: September 2016

Revised: August 2022