



JOB DESCRIPTION

Fire Marshal

Date Prepared: June, 2018

SUMMARY: Under general administrative direction, plans, organizes, develops, and provides oversight of programs in the Fire Prevention Division of the Victorville Fire Department, including fire inspection, plan reviews, fire investigation, public education and other Community Risk Reduction (CRR) programs. The Fire Marshal performs and manages a variety of administrative, technical, and managerial tasks related to CRR utilizing sound fiscal management practices and is responsible for enforcement of applicable city, state, and federal fire codes and regulations; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following*

- Plan, organize, direct, and manage program areas of the CRR Division.
- Recommend the allocation of departmental resources and program modifications to enable the department to meet public safety needs.
- Develop and participate in a variety of studies and reports relating to current and long-range needs for public safety.
- Maintain and manage CRR Division records, and fire prevention billing.
- Participate on county, regional, or state-wide committees for the advancement of fire prevention standards and/or code adoption.
- Analyze and recommend improvements to equipment and facilities, as needed.
- Maintain departmental equipment, supplies, and facilities.
- Prepare, administer, and monitor the division budget; makes recommendations that affect allocation of resources.
- Respond to major emergency events serving in an overhead or investigative capacity.
- Schedule, train, evaluate, and supervise assigned staff.
- Formulate and enforce Fire Prevention policies and standard operating procedures.
- Recommend revisions to current City fire codes.
- Respond to major firefighting, medical and hazardous material emergencies to assist Fire Command staff and to control fire and life safety systems or initiate fire cause and origin investigations, as required.
- Respond to the City Emergency Operations Center (EOC).
- Represent the Department on matters relating to the development, promulgation and enforcement of related codes and ordinances.

- Conduct plan review and ensure the compliance of approved plans and national standards of highly complex fire alarm systems.
- Coordinate and conduct fire prevention inspection, plan check, and educational activities within the department, with other City departments, outside agencies, and businesses.
- Conduct presentations to City Council and/or represent the Department at civic or professional group meetings.
- Ensure the enforcement of all fire prevention laws, codes, and ordinances relative to the protection of life, property and the environment from fire and unauthorized or accidental hazardous material releases.
- Initiates and coordinates fire prevention and fire cause and origin investigation activities with other City departments and non-city agencies.
- Develops and conducts training activities for CRR Division and Fire Suppression and Rescue Division personnel on CRR related activities.
- Conduct disciplinary investigations and initiates action on minor disciplinary actions. Makes recommendations for disciplinary action, as appropriate.
- Works with staff to conduct recruiting, hiring, and promotions within the CCR bureau.
- Represents the City in legal proceedings related to fire code enforcement, infractions, citations, and fines.
- Request assistance from other agencies, as needed.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree from an accredited college or university with major coursework in fire science, fire prevention or protection, or a closely related field AND Minimum of five (5) years of increasingly responsible professional experience in fire protection, plan review, fire code enforcement, and fire investigations INCLUDING at least two (2) years in a supervisory capacity is required.

Knowledge of:

- Firefighting tactics and strategy.
- Principles of incident safety.
- Hazardous materials incident management.
- Confined space and technical rescue techniques. Emergency and non-emergency medical service delivery and program management.
- Principles and practices of program development and administration.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Principles and practices of Disaster Preparedness, Emergency Management, and Homeland Security program development and administration.
- Modern fire loss and fire prevention principles, methods, and practices.
- Geography and street layout of the City and surrounding area.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and laws relating to supervision, training, discipline, and performance evaluation of department personnel.
- Pertinent federal, state, and local laws, codes, and regulations.

- Use of common computer software programs.
- English usage, spelling, grammar and punctuation.
- Principles and practices of customer service.

Skill in:

- Overseeing, directing, and coordinating the work of lower level staff.
- Selecting, supervising, training, and evaluating staff.
- Analyzing problems and identifying alternative solutions, project consequences of proposed actions, and implementing recommendations in support of goals.
- Participating in the development and administration of division goals, objectives, and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Meeting and dealing tactfully and effectively with the public in all types of situations.
- Collecting, analyzing, and evaluating data and be able to prepare and deliver clear and concise.
- Reacting quickly and calmly in all types of emergency situations.
- Speaking effectively before public gatherings.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Operating modern office equipment and computers.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Demonstrating an awareness and appreciation of the cultural diversity of the community.
- Communicating clearly and concisely, both orally and in writing.
- Working cooperatively with other departments, City officials, and outside agencies.
- Preparing and presenting public information and educational programs.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Possession of Fire Prevention Officer OR Fire Inspector II certificate issued by the California State Fire Marshal is required.
- Possession of a Fire Prevention Officer II Certificate is required
- Possession of Fire Investigator I certificate issued by the California State Fire Marshal is required.
- Possession of Fire Marshal certificate issued by the California State Fire Marshal must be obtained within 2 years of employment.
- Possession of Fire Investigator II certificate issued by the California State Fire Marshal must be obtained within 2 years of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an office environment, but the incumbent must have the mobility to respond to major fire alarms, fire inspections and emergency situations. Work is performed primarily indoors in close proximity to subordinates; must have the stamina to work long hours; and to attend night meetings after working a full day. There is moderate exposure to dust, temperature, noise, and inclement weather, with occasional exposure to hazardous work conditions; some exposure to irritating chemicals. Must be able to lift 50lbs. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which will include weekends, holidays, evenings and/or varying hours.

Department Head

Date

Personnel Officer

Date