



## JOB DESCRIPTION

### Battalion Chief / Deputy Fire Marshal

Date Prepared: May, 2021

**SUMMARY:** Under the direction of the Fire Chief or Division Chief, the Deputy Fire Marshal is assigned to administer the Fire & Life Safety Division. Duties include conducting and/or ensuring the following are accomplished: fire investigations, inspections, issuing of permits for the control of hazardous processes, and public assembly; review of new construction building plans and fire protection system plans for compliance with fire and life safety standards; field inspection of buildings and new construction; participation in public education programs; investigating the origin and cause of fires; and performance of other related duties, as requested. Responsibilities require initiative and independent judgment in routine and emergency situations; 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*

- Supervise subordinate Fire and Life Safety personnel to include evaluating, training, assisting, assigning, and monitoring their work.
- Serve as the lead Department Fire / Arson Investigator.
- Enforce adopted rules, regulations, and SOPs of the Fire Department.
- Ensure subordinates meet required training standards.
- Review and supervise the review of building construction and fire protection systems plans.
- Confer with other concerned local agency departments to determine compliance with fire and life safety requirements.
- Make necessary contacts with developers, property owners, architects, engineers, contractors, and follow through with related field inspections and tests.
- Organize/oversee fire and life safety inspections of all applicable occupancies, fire protection systems, appliances, and the investigation of all fires for cause.
- Participate in public education programs.
- Advise public on general and specific fire and life safety matters.
- Participate in department training programs, participation may be advisory or may involve organizing lesson plans and providing instruction.
- Respond to emergency calls when requested to assist in departmental operations in areas of expertise, e.g. system malfunction, investigation regarding origin, cause, responsibility of fire and hazardous conditions.
- May issue notices of violations and citations.
- Attend department meetings and other meetings or conferences, as assigned by the Chief.
- May be requested to perform complex field inspections and participate in conflict resolution in the areas of architectural, construction, hazardous materials, alarm systems, and sprinkler systems as it relates to new or existing buildings.
- May be required to organize and supervise volunteer workers within the Fire and Life Safety Section.
- May be required to perform the duties of a Fire Inspector.
- Perform related duties and responsibilities, as required.
- Attend extra training, as required for the position.
- Maintain positive community relations.

- Perform other duties, as assigned or are apparent.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Associate'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 two (2) years of increasingly responsible professional experience in fire protection, plan review, fire code enforcement, and fire investigations INCLUDING at least one (1) year in a supervisory capacity is desired.

### **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.
- As an alternative to a California driver's license, if the candidate or incumbent is an out of state resident (outside of California) he/she must maintain the appropriate license equivalent to a California class C.
- CSFM certified Fire Inspector I is required.
- Fire Investigation 1A, 1B, and 1C, or Fire investigation 1A, 1B, 2A & 2B (old curriculum).
- Must reside within 45 minutes lawful driving time to the City of Victorville, within 6 months of date of hire.
- Must complete CSFM Fire Inspector II and PC832 coursework within 1 year of date of hire.

### **Knowledge of:**

- Firefighting tactics and strategy.
- Principles of incident safety.
- Hazardous materials.
- Fire Investigation techniques and practices.
- 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.
- 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 program budgets.
- 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 public.
- Applying safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in an outside environment, independent of other workers, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors, and dust, and may work for long periods in hot, cold, wet, or icy weather and high winds. Incumbent must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to climb ladders, scaffolding, enter trenches, or crawl in areas of confined spaces while performing fire investigation duties or field inspections. Incumbent may be required to wear respirators for extended periods of time. Incumbent may be placed in hazardous environments (smoke, heat, and toxic levels) while performing and/or supervising fire investigation duties, which include but are not limited to walking, climbing, and hiking or other physical topographical considerations. Incumbent may be called upon to use heavy and/or specialized equipment to dismantle or collect evidence for prosecuting the crime of arson. Incumbent must be able to lift heavy loads up to 50 pounds. Incumbent must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to callouts and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

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Department Head

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Date

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Personnel Officer

\_\_\_\_\_  
Date