



June 2025
FLSA: Exempt

DEPUTY FIRE MARSHAL

DEFINITION

Under general direction, assists in planning, organizing, managing, and providing administrative direction and oversight for all functions and activities of the Community Risk Reduction (CRR) Division; performs, directs, and supervises fire code plans examination, field compliance inspections, and the administration of engine company training, defensible space, weed abatement, and related programs, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Marshal. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for assisting with the management of the Community Risk Reduction Division. The incumbent is responsible for developing and implementing policies and procedures for assigned division, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other District divisions and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major District initiatives.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ø Assists with the management of Community Risk Reduction Division programs, services, and activities, including performing, directing, and supervising fire code plans examination, field compliance inspections, and the administration of engine company training, defensible space, weed abatement, and related programs.
- Ø Assists in developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within District policy, appropriate budget, service, and staffing levels.
- Ø Assists in managing the development and administration of the division budget; supports the forecast of additional funds needed for staffing, equipment, and supplies; oversees the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Ø Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Ø Assists with monitoring and implementing legal, regulatory, technology, and societal changes and court decisions that may affect the work of the division; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the District in an effective, efficient, and economical manner.

- Ø Performs plan review of commercial properties and inspects private and public residential and commercial buildings and facilities for compliance with pertinent fire-safety standards as mandated by District, federal, state, and local codes; serves as liaison with industries on compliance with regulations on potential environmental and fire hazards.
- Ø Promotes the protection of public health and safety and the preservation of lives and property by directing the development and implementation of emergency preparedness planning and response activities in the event of human-caused or natural disasters; interfaces with partner agencies to facilitate planning events.
- Ø Administers engine company training, defensible space, weed abatement, and related programs; investigates and addresses complaints; explains program procedures and requirements.
- Ø Represents the Community Risk Reduction Division to other District divisions, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets divisional programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Ø Conducts a variety of divisional organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Ø Participates in and makes presentations to the District Board of Directors and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of trends and innovations in the field of finance; researches emerging products and enhancements and their applicability to District needs.
- Ø Assists with the maintenance of working and official divisional files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
- Ø Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Ø Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Ø Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Ø Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Ø Principles and practices of leadership.
- Ø Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Ø Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Ø Functions, authority, and responsibilities of an appointed Board of Directors.
- Ø Principles, practices, and techniques of modern fire protection and prevention, and community risk reduction practices.
- Ø Principles and techniques used in the development and implementation of safety education programs.
- Ø Fire hazards and the related prevention and abatement methods.
- Ø Fire prevention inspection methods and techniques.
- Ø Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

- Ø Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and District staff.
- Ø The structure and content of the English language to effectively perform the work.
- Ø Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Ø Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Ø Provide administrative and professional leadership for the Division.
- Ø Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Ø Plan, organize, direct, and coordinate the work of technical and administrative personnel; delegate authority and responsibility.
- Ø Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Ø Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Ø Perform fire safety inspections of buildings and fire protection equipment to ensure compliance with mandated regulations.
- Ø Detect fire hazards, code violations, and determine proper mitigation measures.
- Ø Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Ø Read and interpret blueprints; detect deviations from plans, regulations, and standard safety procedures.
- Ø Coordinate and deal tactfully with the public to correct identified safety hazards.
- Ø Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Ø Effectively represent the division and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Ø Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Ø Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Ø Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Ø Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Ø Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ø Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Ø Equivalent to an associate degree from an accredited college with major coursework in fire science, public or business administration, or a related field and four (4) years of increasingly responsible experience performing fire protection inspections, code enforcement duties, and delivery of educational-based programs at a level comparable to the District's Fire Inspector classification.

Licenses and Certifications:

- Ø Possession of a valid California Driver's License, or equivalent mobility, to be maintained throughout employment.

- Ø Possession of a Certified Fire Inspector Level I and II certification from the State of California or equivalent, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing division policies and procedures.