



City of Suisun City Fire Department



Annual Salary
\$102,701 - \$124,833

Plus Special Pay
Incentives Including:
\$6.00/hour Premium
Pay and Excellent
Benefits!

Open Until Filled

Brochure updated 9/22/2021

Fire Marshal
Suisun City Fire Department
Suisun City, California

The Community Served

Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents. Suisun City is a diverse, family-oriented community located adjacent to the Suisun Valley and Napa Valley wine country.

A full-service organization, the City of Suisun City takes great pride in the quality of services provided to its residents with the assistance of a dedicated, professional and stable staff of employees and volunteers.

The Fire Department

The Suisun City Fire Department was established in 1861. The men and women of Suisun City Fire Department take great pride in the customer service that they provide to all who live, work and travel through the city limits of Suisun City. Suisun City Fire Department is a mission-driven fire agency that remains focused on customers and safety. It is the goal of the Fire Department that all members strive to attain a synergistic balance of education, training, and experience to provide excellent customer service and emergency management on every call.

The Fire Department is a combination agency staffed with both full-time and reserve fire personnel. The Department currently operates (3) Type 1 Fire Engines, (1) Type 3 Fire Engine, Ladder Truck, (3) Command Vehicles, (1) Type 5 Fire Engine, Zodiac Rescue Boats, and (1) Dive Rescue Trailer.



The Suisun City Fire Department is an ALS (Paramedic) level department, supported by Medic Ambulance for transport services. Suisun City Fire Department Station 47 is staffed 24 hours a day, 7 days a week. In 2020, the SCFD responded to 3,073 calls.

As a busy Bay Area municipal fire agency, the SCFD ran 166 fires in 2020. The department also operates a Water Rescue Team, a Dive Team, and an Arson Investigations Unit.

The Position

Under the general direction of the Fire Chief, the Fire Marshal should have a background in Fire Prevention and Fire Code Enforcement. The Fire Marshal shall participate in leading fire investigations and serve as the fire department representative in economic development and building plan review meetings for Suisun City. The Fire Marshal must also be operationally capable and will serve in a fire suppression capacity based on the level of training and experience held by the selected candidate.



- Assumes management responsibility for the activities and operations of the Fire Prevention Program, disaster preparedness, and related programs and services. Develops and maintains the City Emergency Operations Plan
- Participates in the development and implementation of goals, objectives, policies, and procedures related to fire prevention and life safety codes and ordinances; develops programs related to local, state and federal mandates.
- Reviews and examines building construction plans and drawings and inspects residential, commercial and industrial buildings during construction and after occupancy to ensure compliance with all fire, life safety and health codes; maintains records of inspections for all buildings and assures inspection schedules are carried out.
- Issues violation notices and follow-ups as required to sections which relate to fire prevention, detection, and suppression; reports to building owners or tenants regarding violations and required corrective actions.
- Interprets and enforces policies, procedures, regulations, ordinances, and resolutions adopted by the City; provides technical assistance to contractors, architects, engineers, developers and the public.
- Promotes public relations through public education programs; furnishes fire safety information to the public; develops and presents fire safety education programs to community groups of all ages.
- Investigates potential fire and safety hazards; conducts field inspections; evaluates existing fire safety conditions, and enforces federal, state and local codes, ordinances and regulations applicable to fire safety; investigates fires for cause and origin; prepares necessary documents and reports; works with law enforcement for the prosecution of fire related crimes.
- Manages weed abatement, fireworks enforcement and other related fire prevention programs.
- Collects, analyzes and evaluates data; prepares and maintains a variety of detailed records, technical information and statistical data; prepares clear and concise correspondence, including memoranda, records and reports.
- May supervise, lead, train and assign the work of subordinate technical and administrative staff.
- May perform a variety of fire suppression, fire prevention, and emergency medical response.
- Makes court appearances and participates in other legal proceedings as needed for fire investigations and code enforcement activities.
- Participates in the land use entitlement and environmental review processes for development within or around the City as needed.
- Coordinates the Emergency Operations Center (EOC).
- Coordinates the CERT Program.

The Ideal Candidate

The Department seeks a Fire Marshal who has a background in Fire Prevention and Fire Code Enforcement. An ideal candidate will have a successful track record in all aspects of fire prevention and fire code enforcement, team development and problem solving; demonstrate the ability and willingness to act with integrity in all they say and do; demonstrate a strong commitment to public service; and above all must continually display only the highest level of respect and professionalism.



Required Education, Experience, License or Certificates

Education/Training

An Associate's degree with major coursework in Fire Science, Fire Administration, Public or Business Administration or a related field, and successful completion of a state-certified Fire Academy or Firefighter 1 certification.

Experience

Four years of increasingly responsible fire prevention, suppression, inspection and/or investigation experience, or four years of progressively responsible work experience interpreting rules

and regulations of the CA Fire Code, involving customer contact, community outreach and/or education activities.

License or Certificates

A certificate of completion from a state-certified Fire Academy or Firefighter 1 Certification is required at the time of application.

The following licenses and certificates are required at the time of appointment:

- First Aid and CPR Certificates
- A valid California Class C driver license
- FEMA Incident Command

System Training: Courses 100, 200, 700 and 800

- California State Fire Marshal (CSFM) Inspector 1 and Inspector 2 Certifications

The following certificates are required within 12 months of appointment:

- California State Emergency Medical Technician (EMT) or Public Safety First Aid Certification
- FEMA Incident Command System Training: Courses 300 and 400
- California State Fire Marshal (CSFM) Plans Examiner and
- Fire Investigator Certifications

Annual Compensation: \$102,701 - \$124,833 DOQ

Salary includes a \$6.00 an hour non-pensionable premium pay through June 30, 2023.

Medical Insurance: The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options are available at competitive rates.

Retirement: Employees who are considered New Member to CalPERS will have the safety benefit formula of 2% at 57, highest three-year average final compensation in accordance with PEPRA legislation. For employees who are considered "Classic" CalPERS members, the safety benefit formula is 2% at 55 with single highest year final average compensation. City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.

Life Insurance: Fully City-paid life insurance of \$200,000 for employee only.

Deferred Compensation Plan: City contributes match up to 4% of base pay per pay period into the ICMA 457 Deferred Compensation Plan.

Education/Training Reimbursement: Up to \$1,500 per year upon successful completion of approved program.

Paid Leave: 96 hours of sick leave, 80 hours executive leave, 13 paid holidays per year (including two floating holidays), and 80 hours paid vacation per year for the first five years of service, increasing over time.

The Recruitment Process

Interested applicants must submit an online application at www.Suisun.com/careers. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. Applicants whose qualifications appear to most closely match the requirements of the position may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.