

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

FIRE MARSHAL/FIRE PREVENTION SERVICES CHIEF

DEFINITION

Under direction of the Fire Chief, to design and implement a comprehensive and effective fire prevention, fire inspection and public education and community outreach program; to direct activities and provide oversight of the Fire Prevention Bureau; and to do related work or additional assignments, including supervision of other Bureaus as required or directed.

EXAMPLES OF DUTIES

Perform difficult and complicated inspections of all buildings and enforce State and local laws, ordinances and regulations pertaining to the prevention and control of fire, the protection of life and property from fire, explosion or panic; check building plans to insure adequacy of fire extinguishing systems and related equipment; supervise the installation and maintenance of fire safety equipment; recommend adoption of and enforce local regulations, laws and ordinances which control the safe transportation, processing, use and storage of flammable or hazardous materials; conduct fire investigations to determine cause and point of origin by methods including interviews of witnesses, suspects and firefighters and collection, identification, safekeeping and evaluation of evidence; handle and dispose of explosives and hazardous materials other than bombs; investigate and make reports on cases of suspected arson; make presentations before civic groups to stress the importance of fire prevention; prepare reports and correspondence; assist the Department Training Officer in developing fire prevention and investigation curriculum; testify in court as expert witness; write clear and comprehensive reports; prepare Fire Prevention Bureau annual budget; supervise the work of Fire Prevention Bureau personnel; interpret generalized regulations and administratively authorize variances from strict interpretation thereof depending on individual circumstances; make decisions as to types of occupancies allowable and laws applicable to each. Perform other assignments or supervise additional Bureaus or projects as directed.

MINIMUM QUALIFICATIONS

Knowledge of: Principles, practices and techniques of fire prevention; laws, ordinances and regulations which apply to fire prevention; practices, procedures and equipment used in fire investigation, hazardous chemicals and processes; practices, procedures and equipment used in fire suppression; legal processes required in collecting evidence relating to cases of suspected arson; major types and categories of building construction and requirements as they relate to fire prevention; principles of combustion and the causes of fire. General

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management and supervision skills necessary to effectively complete the assignment of leading a Bureau and its employees.

Ability to: Plan and administer a comprehensive Fire Prevention Bureau and associated programs; supervise all fire inspection personnel and the fire company inspection program; analyze problems and adopt effective courses of action; recognize and appraise fire hazards; meet and deal tactfully and effectively with the public; read and understand maps and construction drawings; prepare and deliver clear and concise written and oral administrative reports; effectively address civic groups; react quickly and calmly in emergencies; make decisions and work effectively without close supervision. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of full time experience as a paid Fire Inspector or Fire Prevention Officer that includes full-time experience in work utilizing codes, regulations, ordinances and standards relating to Public Health and Safety, Fire Protection Engineering or Building Construction.

Education: Graduation from high school or equivalent. Bachelor's Degree in Fire Protection Engineering, Fire Administration, Fire Protection Technology, or Public Administration.

Certification: Possession of valid California State Board of Fire Services' Certificates as a Fire Prevention Officer III or Fire Marshal, and Fire Investigation I. Chief Officer Certification is desired.

License: Possession of a valid Class C California Driver's License.

R: 02/2007