

## WORKING CONDITIONS/BENEFITS:

**Hours**—The normal work week for Group A employees is 40 hours

**Holidays**—11 holidays per year.

**Vacation**—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment. Management employees receive an additional five days vacation annually at time of initial full-time employment.

**Sick Leave**—Allowance credited and accrued at the rate of one day a month.

**Bereavement Leave**—Up to 24 work hours with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

**Health Insurance**—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

**Dental Insurance**—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

**Long Term Disability Insurance**—Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

**Life Insurance**—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

**IRC Sec. 125 Plan**—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

**Retirement**—This classification is covered under the 3% at age 55 formula (Safety). Employees are required to contribute 9% of their base salary toward retirement, with the City contributing the remainder. The employee has the option of making the retirement contribution on a pre-tax (tax deferred) basis.

## GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American

with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

**PHYSICAL REQUIREMENTS:** Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

**FILING APPLICATIONS:** File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

**SELECTION:** A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

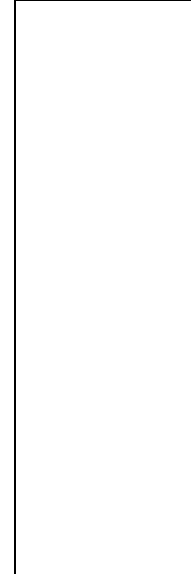
**SPECIAL TESTING NEEDS:** If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

**SALARY:** Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

**This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.**

ncs 5/06

HUMAN RESOURCES DEPARTMENT  
CITY OF DALY CITY  
295-89<sup>th</sup> Street, Suite 105  
Daly City, CA 94015



An Equal Opportunity Employer  
Minorities/Women/Disabled

Office: (650) 991-8028  
Hearing Impaired: (650) 991-8278  
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

## THE CITY OF DALY CITY



## INVITES APPLICATIONS FOR

(Not in Civil Service, 40 hours/week)  
(3% @ 55 PERS Retirement)

## FIRE MARSHAL/ FIRE PREVENTION SERVICES CHIEF

Salary:  
\$4890-5135-5392-5662-5944 biweekly  
\$10595-11125-11682-12267-12878 monthly

FINAL FILING DATE:  
May 16, 2008

Interviews:  
TBA

Résumés are not accepted in lieu of a  
City of Daly City application.

To apply online, visit  
[www.calopps.org](http://www.calopps.org)

## INFORMATION

### 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 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, or the ability to attain a Bachelor's Degree within 2 years of appointment.

**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.