

CITY OF LOMA LINDA



FIRE MARSHAL Level I, II

Established: October 8, 2019

DEFINITION

Under general direction of the Fire Chief, the Fire Marshal plans, supervises, directs and coordinates activities of the Community Safety Division, including fire prevention, disaster preparedness and parking control; performing related duties as required. Below, are the distinguishing characteristics of Fire Marshal Level I/II.

Fire Marshal I: Fire Management; Entry-Level Marshal

- Exercises supervision of fire prevention inspectors, fire prevention staff and volunteers; coordinates with administrative staff
- Receives close administrative supervision from the Fire Chief
- Represents the organization and maintain liaison with individuals and related organizations
- Organizes/leads community safety programs
- Keeps informed of new developments and requirements affecting the city for the purpose of recommending changes in programs or applications

Fire Marshal II: Fire Management; Experienced Marshal

- Exercises a large degree of independent judgement; applies extensive and diversified knowledge of principles and practices in broad areas of assignment
- Receives administrative supervision from the Fire Chief with assignments given in terms of broad objectives and limits
- Routinely interacts with organization leaders, clients, customers officials, contractors, others
- Initiates and maintains extensive contact with key officials, other organization and companies.
- Develops new techniques and/or improved processes and procedures;
- May make recommendations to develops standards and guidelines; determining program objectives and requirements
- Assist city management and staff by serving as a technical specialist; making sound recommendations to the Fire Chief and Executive Management
- Prepares budget, proposals to provide professional service or obtain funding for department project or programs
- Initiates and works several projects of moderate scope with complex features
- Develops standards and guidelines
- Possesses exceptional oral and written communication skills

Education and Experience requirements for Fire Marshal I & II are outlined in the qualification and experience guidelines section

CLASSIFICATION

Fire Marshal I: Safety, Exempt classification; Reports directly to Division Chief and Fire Chief

Fire Marshal II: Safety, Exempt classification; Reports to Fire Chief

CLASS CHARACTERISTICS

The Fire Marshal manages the Community Safety Division of the Fire Department; directs and completes special assignments in support of the Fire Chief; assists the Fire Chief in meeting council policies, goals, and legislative mandates; reports directly to the Fire Chief or Division Chief and has primary responsibility for: fire code compliance through plan review, inspection, hazardous materials and vegetation management; fire investigations; public information and education.

EXAMPLE OF DUTIES

The following duties are typical for the class; incumbents may be required to perform additional or different duties from those set forth in the description.

Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of public safety policies, rules, and regulations pertaining to fire prevention, disaster preparedness, parking enforcement and other public safety operations.
2. Plans, directs, and coordinates public personnel engaged in fire prevention, disaster preparedness, parking enforcement and other public safety operations.
3. Assists in the development and administration of the budget for the Community Safety Division.
4. Advises, and otherwise provides assistance to the Fire Chief, City Manager, other City personnel, and the public concerning public safety issues.
5. As designated representative of the department, coordinates fire prevention, disaster preparedness, parking enforcement and other Community Safety operations with other City departments, other fire departments and agencies.
6. Participates in the selection of Community Safety Division employees; plans and organizes work; participates in the development and implementation of work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; initiates disciplinary action.
7. In accordance with established policy, recommends the purchase of supplies and equipment utilized in fire prevention, disaster preparedness, parking enforcement and related activities.
8. Examines plans/blueprints for compliance to all fire laws; examines structures for soundness and fire susceptibility.
9. Ensures community safety division functions in compliance with applicable personnel management laws and regulations.
10. Attends council meetings; presents material; provides community safety division updates as required
11. Serves as liaison; fostering positive relationships with building, property owners, the health center and the community.
12. Deliver presentations both formal and informal to various audience and moderate size groups.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern municipal fire department administration and organization; working knowledge of laws affecting fire prevention
- Principles and practices of supervision
- Public safety services provided in the areas of, building and safety, traffic and parking control

Ability to:

- Plan, organize, and coordinate department activities
- Supervise, train and evaluate assigned personnel/volunteers
- Prepare and present clear and concise reports; make recommendations in support of department goals
- Communicate effectively both orally and in writing
- Meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships
- Perform competently in stressful environments/situations
- Interpret and apply federal, state, local policies, laws and regulations

- Establish and maintain effective working relationships with those contacted in the course of work; work cooperatively with city staff, city officials, other departments, and outside agencies, and the general public

QUALIFICATION AND EXPERIENCE GUIDELINES

FIRE MARSHAL LEVEL I REQUIREMENTS

Education:

- Possession of an Associate's degree (A.A or A.S) from an accredited college or university with major coursework in fire science, fire administration, business or public administration or a job-related field
- Possession of certification as a Fire Inspector I and II (1A-1D and 2A-2D)
- Possession of a Plans Examiner certification or Plans Examiner 1A-1C
- Possession of an Instructor I certification
- Possession of a Fire Investigator I certification
- Statues and Regulations FSTEP Certification
- G290 PIO Certification

Experience:

- Minimum five (5) years of progressive fire prevention related experience and duties with a minimum of two (2) years working in a Fire Prevention Division
- Certified as a Hazmat First Responder Awareness

FIRE MARSHAL LEVEL II REQUIREMENTS

Education:

- Meets job qualifications for Fire Marshal Level I in addition to:
- Possession of an Associate's degree (A.A or A.S) from an accredited college or university with major coursework in fire science, fire administration, business or public administration or a job-related field; Bachelor's degree is preferred
- Possession of certification as a State Fire Marshal (Fire Marshal 1A – 1E)
- Possession of a Chief Officer 3A certification
- Possession of an Essential Emergency Management Concepts – All Hazards certification

Experience:

- Meets job qualifications for Fire Marshal Level I
- Minimum five (5) years of experience as a Fire Marshal or Deputy Fire Marshal or Fire Marshal Level I
- Certified as a Hazmat Technician
- Certified as a Hazmat Safety Officer
- Certified as a Terrorism Liaison Officer
- Certified as a Youth Fire Setter Intervention Specialist

An applicant may be hire as either a Fire Marshal Level I or Level II depending on the applicant's qualifications. An employee who was hired as a Fire Marshal Level I may submit a request in writing to the Fire Chief requesting a re-classification to a Fire Marshal Level II once all education and experience requirements for the position are met. Assignment as a Fire Marshal Level I or Level II shall be at the discretion of the Fire Chief based on the needs of the Fire Department.

SPECIAL REQUIREMENTS

Essential functions and duties require the following physical abilities and work environment

- Incumbents must pass a physical examination, including drug screen at time of appointment; Able to lift 50 lbs.; specific vision abilities consistent with DMV requirements.
- Incumbent must be eligible for membership in the Public Employees' Retirement System as a safety member.

- Able to successfully complete a 12 month probationary period at each level
- Incumbents must refrain from smoking tobacco either on or off duty
- This Job operates in a standard office environment and requires occasional works in outside weather conditions. While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, and crouch.
- The employee is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The individual may be exposed to blood or other potentially infectious materials during the course of duties.
- Incumbent may be required to work extended hours including evening and weekends; Incumbent must be physically able to perform strenuous and hazardous tasks under emergency conditions and must have the stamina and the mobility to work long hours in the event of an emergency.
- Travel is primarily local during the business day, although some out-of-area travel and overnight may be expected.

OTHER DUTIES

Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the described position

Employee _____ Date _____