



JOB DESCRIPTION

Fire Marshal

Date Prepared: March 2014

Class Code: 5020

SUMMARY: Under limited supervision, directs Vernon Fire Department (VFD) Fire Prevention Division in the inspection, enforcement, and review of fire and life safety codes and standards; manages the VFD fire prevention and education programs, manages fire code inspection program, and investigates arson cases.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs operations of Fire Prevention Division; manages a variety of special projects and assignments, including training, public education, inspections, and pre-fire planning.
- Performs work as City's Fire Marshal, the senior fire and life safety official; manages fire inspection, fire investigation, code review & enforcement, construction plan review, and public education functions; assures program compliance with City policies and national standards; maintains signature authority for all permits issued for fire and life safety code compliance; coordinates activities with other City departments.
- Leads the inspection of buildings, structures, and fire suppression systems; verifies compliance with fire prevention regulations; develops, writes, and reviews fire pre-plans.
- Manages Fire Code Inspector and Fire Captain/Inspectors; prioritizes and assigns tasks and projects; trains staff, monitors work, develops staff skills, and evaluates performance.
- Develops fire prevention, inspection, and investigation policies, goals, and priorities; researches, reviews, and interprets fire and life safety codes and standards.
- Provides technical assistance to owners, developers, and design professionals in meeting fire and life safety code requirements; issues warnings and citations for fire and life safety code violations; meets with clients to discuss and resolve compliance issues, and develop solutions to mitigate and eliminate hazards.
- Assists field inspectors in resolving difficult and unusual requirements for projects and complex hazard evaluations; conducts field inspections and fire investigations as needed to meet workload demands.
- Leads the investigation of all fires and suspicious incidents; works with other agencies to coordinate enforcement activities and investigate crime scenes; supervises fire investigation teams.
- Evaluates fire and safety issues, analyzes trends, and recommends solutions.
- Reviews and approves reports, and prepares and maintains Division records and reports.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load, support systems, internal reporting relationships, and inter-agency issues; identifies opportunities for improvement, and develops recommendations.
- Develops and conducts public education sessions on fire and life safety for a wide variety of audiences.
- Continuously updates knowledge of City geography, traffic patterns, streets, landmarks, building locations, and special hazards of designated facilities, to assure that firefighting and investigation activities are accomplished in a fast, effective and safe manner.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Must have an A.A. or A.S. Degree in Fire Science or B.A. or B.S. Degree with 24 Units in Fire Science, Construction Technology, Engineering, or related field; AND seven years of experience as a certified firefighter and 3 years' experience at a rank equivalent to Fire Captain, or have 10 years' experience as an ICC Fire Inspector with 18 units in fire science, preferably with the City of Vernon.

Knowledge of:

- City and VFD policies and procedures.
- State and federal regulations, practices, and procedures governing fire safety and emergency services.
- Principles, methods and practices of plan review, code enforcement, and building construction.
- Techniques and procedures for fire origin and cause investigations.
- Methods and techniques of inspecting buildings and facilities, including building materials analysis.
- Methods, practices and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations.
- Procedures and equipment used in modern firefighting and emergency medical response.
- National Fire Protection Association (NFPA) and International Fire Service Training Association (IFSTA) training and safety standards.
- Operational characteristics of fire suppression apparatus and equipment.
- City geography, traffic patterns, and the location of all streets, landmarks, buildings, and water mains.

Skill in:

- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with VFD goals and objectives.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Preparing pre-fire plans and recognizing the construction, contents, and occupancy of buildings in order to apply appropriate inspection and investigation techniques.
- Managing risk reduction, inspection, investigation, and fire prevention programs.
- Inspecting commercial facilities for fire and safety code hazards and construction standards.
- Interpreting and applying safety standards, and state and federal rules and regulations.
- Investigating and securing crime scenes, and recognizing evidence and causes of arson and accidents.
- Effectively supervising and training staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating and maintaining specialized computer and communications equipment.
- Establishing and maintaining cooperative working relationships with co-workers and representatives from other local, state, and federal agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Class C Driver's License is required. Certifications for California State Fire Marshal, and State Chief Officer, Firefighter I and II, Haz Mat Specialist, and Emergency Medical Technician from California Office of the State Fire Marshal are required, or complete the International Code Council (ICC) Building Inspector, Fire Inspector, and Plans Examiner/Building Official certifications for Civilian Fire Marshal within two years of appointment to the position. . Additional technical training and certifications are preferred, including California Incident Command Certification System (CICCS).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, in fire department facilities, and in the field for inspections, investigations, and evaluation of emergency situations; may be exposed to the same work hazards as Fire Department Captains. Must maintain a level of physical fitness to meet VFD standards.