

FIRE DEPARTMENT
SANTA CLARA COUNTY

DEPUTY FIRE MARSHAL I

DEFINITION

The Deputy Fire Marshal I classification performs basic fire prevention inspections to ensure compliance with current laws, ordinances, and regulations under the jurisdiction of the Department.

Work is performed under general supervision depending on the complexity of the task and the skills of the incumbent.

This class is in the classified service.

DISTINGUISHING CHARACTERISTICS

The classification of Deputy Fire Marshal I is distinguished from the lower classification of Deputy Fire Marshal Trainee in that the latter is a trainee position. The classification of Deputy Fire Marshal I is distinguished from the higher classification of Deputy Fire Marshal II in that the latter performs more complex to difficult inspections and may provide general guidance to the Deputy Fire Marshal I. The classification is also distinguished from the Senior Deputy Fire Marshal in that the latter is a supervisory position.

The classifications of Deputy Fire Marshal Trainee, Deputy Fire Marshal I, and Deputy Fire Marshal II are alternately staffed positions.

EXAMPLES OF DUTIES

Depending upon assignment duties may include, but are not limited to, the following:

- Inspect buildings and other structures for compliance with fire laws, ordinances, and regulations concerning design, construction and the installation of fire protection equipment.
- Investigate complaints of fire hazards, prepare reports and notices of deficiencies directed to owners.
- Evaluate structures for compliance with fire safety standards in the construction, operation and maintenance of commercial and industrial establishments and in the storage and handling of hazardous materials such as compressed gases, flammable liquids, oxidizers, toxics and corrosives.
- Inspect and make fire safety recommendations for schools, hospitals, rest homes and other institutions; conduct fire and panic safety inspections for places of public assembly.
- Conduct fire safety inspections of weekend fairs or festivals, public fireworks displays and/or special effects.

EXAMPLES OF DUTIES (continued)

- Review plans and specifications on proposed buildings and subdivision development for adherence to fire safety laws and codes.
- Attend training sessions and conferences.
- Maintain records and prepare reports.
- May be assigned duties in other Department programs at the discretion of the Fire Chief.
- Perform duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: An associate degree in fire science or equivalent. A minimum of one-year experience in a full time position in fire prevention related work or plan review, construction and/or building inspection.

As a condition of employment incumbent will be required to have completed the following coursework within one year of employment (or as courses are available):

- Fire Prevention 1A Fire Inspection Practices
- Fire Prevention 1B Code Enforcement
- Fire Prevention 1C Flammable Liquids and Gas

Knowledge Of:

- Principles, practices, and techniques of modern fire prevention.
- Applicable local and state regulations.
- Written communication principles in order to prepare clear and concise documents.
- Principles of organization and management.
- Research and data collection techniques.
- Communication techniques for explaining and interpreting fire prevention codes.

Ability To:

- Grasp and learn how to accurately interpret ordinances and regulations relating to fire prevention.
- Identify fire hazards and determine corrective action.
- Effectively communicate fire prevention techniques to the public.

Ability To: (continued)

- Understand and carry out verbal and written directions.
- Prepare clear and concise reports and speak and write effectively.
- Establish and maintain an effective and professional working relationship with those contacted in the course of work.
- Work irregular or protracted hours and to respond promptly to callbacks.
- Effectively and professionally communicate with co-workers and the public.
- Maintain a calm and professional demeanor in a confrontational or difficult situation.

Working Conditions/Physical Demands: Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable irritants and materials. Work involves physical exertion, including standing, stooping, reaching, crawling and climbing. Manual dexterity, clear, understandable speech, visual and hearing acuity are also required.

Required License: Possession of a valid State of California driver license.

An incumbent will remain in this classification until s/he fulfills the qualifications of a Deputy Fire Marshal II, with the recommendation of the Deputy Chief of Fire Prevention and at the discretion of the Fire Chief, will be promoted to a Deputy Fire Marshal II.

As a condition of employment, the candidate must pass a psychological examination and background check.