

FIRE DEPARTMENT
SANTA CLARA COUNTY

DEPUTY FIRE MARSHAL II

DEFINITION

The classification of Deputy Fire Marshal II performs complex to difficult technical fire prevention inspections to ensure compliance with current laws, ordinances and regulations under the jurisdiction of the Department. As such, employees at this level are required to be well versed in fire prevention techniques and have specialized knowledge of fire safety laws, codes, and ordinances.

Positions in this classification may provide limited work direction to the Deputy Fire Marshal Trainee and Deputy Fire Marshal I classification and may work out of class in the capacity of a Senior Deputy Fire Marshal.

This class is in the classified service.

DISTINGUISHING CHARACTERISTICS

The classification of the Deputy Fire Marshal II is distinguished from the lower classification of Deputy Fire Marshal I in that the latter is an entry-level position performing basic fire prevention inspections. The classification is also distinguished from the higher classification of 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 and prepares reports and notices of deficiencies directed to owners.
- Ensure 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, toxic and corrosives.
- Inspect and makes fire safety recommendations for schools, hospitals, rest homes, and other institutions. Conducts fire and panic safety inspections and ensures compliance with fire safety regulations in places of public assembly.
- Coordinate with other local and state agencies, as needed, regarding inspection, plan review, investigation, compliance and regulatory consistency.

EXAMPLES OF DUTIES (continued)

- Conduct fire safety inspections of weekend fairs or festivals, public fireworks displays and/or special effects.
- Assist Department personnel in the interpretation of state and local laws and regulations relating to fire prevention.
- Review plans and specifications on proposed buildings and subdivision development for adherence to fire and safety laws and codes. Confer with architects, engineers, and contractors, offering recommendations on laws and regulations covering fire and panic safety in the design and construction of buildings.
- Attend training sessions and conferences.
- Provide technical assistance and direction to other Department personnel as assigned.
- Maintain records and prepares reports.
- May temporarily act as Senior Deputy Fire Marshal.
- 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 plus five (5) years of experience in a full time position of fire inspection and/or fire prevention related work or plan review, construction and/or building inspection.

Or

A bachelor's degree or higher in a closely related field plus three (3) years experience in a full time position of fire inspection and/or fire prevention related work or plan review, construction and/or building inspection.

As a condition of employment 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.
- Department rules and operational procedures.

Ability To:

- Accurately interpret laws, ordinances, and regulations relating to fire prevention.
- Identify fire hazards and determine corrective action.
- Effectively and professionally communicate fire prevention techniques to the public.
- Understand and carry out verbal and written directions.
- Prepare clear and concise reports and speak and write effectively.
- Maintain accurate records.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.
- Maintain a calm and professional demeanor in a confrontational or difficult situation.
- Work irregular or protracted hours, and to respond promptly to callbacks.

Working Conditions/Physical Demands: Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable, and combustible 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.

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