

**FIRE DEPARTMENT
SANTA CLARA COUNTY**

DIRECTOR OF FIRE PREVENTION

DEFINITION

Under the general direction of the Deputy Fire Chief, the Director of Fire Prevention is responsible for fire protection engineering, fire life safety inspection, investigation, code enforcement and supervision. The Director of Fire Prevention serves as the civilian Fire Marshal designee and principal technical authority on fire, life safety, and environmental hazards; responsible for the enforcement of state, county, and local fire and building codes; oversees architectural plan review, engineering compliance, and specialized hazardous materials programs; and provides highly responsible and complex professional support to executive leadership.

This is a single-position class that is designated as an at-will, Fair Labor Standards Act exempt, executive management position in the Unclassified Service. The Director of Fire Prevention is designated in CalPERS as a Miscellaneous classification. This position qualifies as a Disaster Service Worker (DSW) as defined by California Government Code Section 3100.

DISTINGUISHING CHARACTERISTICS

Unlike sworn operational management roles, this is a professional, non-sworn, civilian classification requiring advanced technical expertise in fire protection engineering, fire code and administration.

The incumbent exercises independent judgment and possesses sole authority for definitive fire code interpretations, legal enforcement actions, and multi-disciplinary project approvals across the jurisdiction.

EXAMPLE OF DUTIES

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

- Manage the day-to-day operation of the Fire Prevention Division's various programs and determine objectives consistent with established goals, including management of division staff, and other resources of division in the performance of their duties to achieve an acceptable level of service; monitor work flow; review and evaluate work product, methods, and procedures.
- Oversee and facilitate project management for various large and complex programs and projects. Coordinate work with other Department divisions as well as outside agencies as necessary.
- Participate in the strategic planning for the division. Assist in the development, recommendation and implementation of policies and procedures for the division.

EXAMPLE OF DUTIES (continued)

- Develop, monitor and review the division's budget. Ensure fiscal soundness of the division by working with the Administrative Staff to develop, justify and administer the division's capital and operating budgets, including analyzing expenses and establishing rates and fees to cover costs, where applicable; assist in the preparation and administration of the Department's improvement goals.
- Develop and implement actions such that division goals and objectives are accomplished.
- Make selections, approve training and performance evaluation of personnel; work with employees to correct deficiencies; when necessary, initiate personnel actions such as promotions, transfers, discharges and disciplinary actions.
- Monitor legislation and develop policies and programs to ensure division activities comply with pertinent federal, state, county, and local laws and regulations and assist in the coordination of departmental programs with those of federal, state, county, and local agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Initiate evaluation of internal processes in pursuit of continuous improvement utilizing business process management best practices. This includes, analysis, modeling, implementation, monitoring and optimizing for continuous improvement.
- Attend and support the Department at after-hours meetings and community events, as required.
- Exercise sound judgement and reasonable flexibility to resolve disputes, technical complaints, appeals, or code disagreements that develop between field staff (DFM), developers and the general public.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree from an accredited college or university in fire science, fire administration, fire protection engineering, business administration, Architecture or a related field; and ten (10) years of increasingly responsible work experience in governmental fire prevention, of which five (5) of those years are in a supervisory capacity.

As a condition of employment, an incumbent who has not completed and successfully passed the following California State Fire Marshal coursework or in possession of state licensure indicated below will be required to do so within one year of employment:

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| • Fire Inspector 1A | Duties and Administration |
| • Fire Inspector 1B | Fire and Life Safety |
| • Fire Inspector 1C | Field Inspection |
| • Fire Inspector 1D | Field Inspection – California Specific |

Education and Experience: (continued)

Or

Valid and current state of California licensure in engineering.

And

- Fire Marshal 1A: Administration and Professional Development (2018)
- Fire Marshal 1B: Community Relations & Fire and Life Safety Education (2018)
- Fire Marshal 1C: Fire Investigation Program Management (2018)
- Fire Marshal 1D: Community Risk Reduction Program Management (2018)
- Fire Marshal 1E: Regulatory Program Management (2018)

Or

- Fire Marshal 1A: Administration and Professional Development (2024)
- Fire Marshal 1B: Community Risk Reduction Planning and Management (2024)
- Fire Marshal 1C: Fire Investigation Program Management (2024)
- Fire Marshal 1D: Regulatory Program Management (2024)

2018 courses may not be available due to the transition to the 2024 curriculum. A mix of 2018 and 2024 Fire Marshal courses may be approved at the discretion of the Fire Chief or designee.

As a condition of employment, an incumbent who does not have the above certifications at time of hire will be required to complete the training within one year of appointment, or as soon as training becomes available.

Highly Desirable:

- Certification in project management principles and practices in accordance with industry best practices.
- Advanced degree in Public Administration from an accredited university.

Knowledge Of:

- Principles and practices of administration, management, budgeting and evaluation methods to effectively accomplish program goals.
- Principles of personnel management, including human relations, supervision, and training.
- Principles, practices, and techniques of fire prevention and fire suppression, including building construction features, water supplies, fire apparatus access requirements, fire sprinkler systems, fire alarm systems, wet and dry standpipe systems, hazardous materials systems, and wildland urban interface requirements.

Knowledge Of: (continued)

- Department and County rules, regulations, and policies related to land development, code enforcement and fire protection engineering.
- Local geography and significant fire potentials within identified wildland urban interface areas, water supplies, and access/egress issues.
- Applicable local, State, and Federal laws, codes, ordinances and regulations as they pertain to fire departments, land development, field inspections and plan reviews.
- Principles, practices, and procedures of modern fire investigation, prevention and suppression.
- Building construction, design and materials to identify fire hazards and determine corrective actions.
- Hazardous materials maximum allowable quantities and chemical containment code design.
- Department policies, rules, regulations and operational procedures.
- Written communication principles to prepare clear and concise correspondence, reports and documents.
- Succession planning best practices applicable to the diverse classification make-up of the Fire Prevention division.

Ability To:

- Think strategically; anticipate issues and solve problems consistent with the Department's mission, and render sound decisions.
- Utilize appropriate political acumen when addressing sensitive or potentially volatile matters with an appropriate level of emotional intelligence and diplomacy.
- Confidently handle politically sensitive situations.
- Effectively plan, lead, direct, supervise and evaluate the activities of land development, fire and life safety inspection, and fire protection engineering personnel.
- Provide interpretation and implementation of adopted codes and standards; assist with research, development and revision of new codes, standards and policies.
- Exercise independent judgment, discretion and initiative; formulate administrative policies for the effective use of assigned personnel.
- Demonstrate a confident public presence to provide community confidence in public safety and crisis management capabilities of the Department.
- Communicate professionally and maintain effective working relationships with both individuals and groups contacted in the course of work.
- Analyze situations, research information, make observations, seek clarification and make appropriate recommendations.

Ability To: (continued)

- Advance Department initiatives, implement organizational changes and resolutions to conflict.
- Effectively plan, direct, coordinate, and manage complex projects, activities, and specialized administrative duties.
- Effectively manage personnel, including the maintenance of discipline and performance standards.
- Accurately interpret and explain Department rules, regulations and policies.
- Identify potential risks in the storage, handling, and use of hazardous materials and recommend corrective actions.
- Demonstrate professional discretion in political environments and maintain a calm and professional demeanor in difficult situations.
- Prepare clear and concise reports and speak and write effectively.
- Work irregular or protracted hours and respond promptly to callbacks. May be required to assume on-call duty on a rotating basis.

Working Conditions/Physical Demands: While performing the duties of this job, the incumbent is required to frequently sit, stand, walk in the performance of daily activities. The position requires hand dexterity, ability to do repetitive hand movement and fine motor coordination when using a computer keyboard. Additionally, the position requires near and far vision when reading and using a computer. Acute hearing is required. Some driving is required. Clear, understandable speech is required.

Required License: Possession of a valid state of California driver's license.

Pre-Employment Conditions: The candidate must complete and pass a background check, Live Scan fingerprint, and complete a medical examination.