

**FIRE DEPARTMENT  
SANTA CLARA COUNTY  
ASSISTANT FIRE MARSHAL**

**DEFINITION**

The Assistant Fire Marshal is responsible for the day-to-day administration and management of technical and supervisory fire prevention personnel. The Assistant Fire Marshal plans, organizes, directs and oversees plans examinations, fire and life safety inspections, wildland urban interface compliance, land development and related programs, services and activities within the Department.

Work is performed under general direction of the Deputy Chief/Director of Fire Prevention. The Assistant Fire Marshal may have oversight of the fire prevention staff in the absence of the Deputy Chief/Director of Fire Prevention. The scope of this oversight will include personnel, policy, accountability and Code or inspection-based escalations.

This classification is a Fair Labor Standards Act exempt, represented position in the Classified Service.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the next higher classifications of Deputy Chief/Director of Fire Prevention in that the latter has overall responsibility for the Department-wide fire prevention functions, whereas the Assistant Fire Marshal manages the day-to-day functions of the land development, fire and life safety inspection, and fire plans examiner personnel. The Assistant Fire Marshal classification is distinguished from the next lower classifications of Senior Deputy Fire Marshal/Senior Fire Plans Examiner in that the latter is the first-level supervisor for the Deputy Fire Marshal/Fire Plans Examiner classification series and has no administrative responsibilities, whereas the Assistant Fire Marshal acts as the immediate supervisor to the Senior Deputy Fire Marshal/Senior Fire Plans Examiner classifications.

**EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

- Plan, manage, direct, and supervise the activities, functions, and programs performed by Senior Deputy Fire Marshals, Deputy Fire Marshals, Senior Fire Plans Examiner and Fire Plans Examiner, and other assigned personnel, as well as ensure that all service and contract obligations with the cities/towns, universities and County are met.
- Evaluate processes, workflows and procedures to identify opportunities to improve efficiency, reduced effort or improve resource utilization. Must be able to successfully manage resulting change and messaging.
- Oversee and direct the development, organization, implementation and management of construction plan reviews and field inspections at both the County Fire Marshal's Office and Santa Clara County Fire Department's Fire Prevention Office.

EXAMPLES OF DUTIES: (continued)

- Oversee training, career development, and mentoring for personnel performing land development services, fire and life safety inspections, and fire protection engineering; provide guidance, input, and feedback, including employee recognition and progressive discipline as necessary.
- Meet with and present to community organizations, city/town representatives, County officials, commissions, councils, boards, and committees to represent the Department's interests and address fire prevention, community safety and code enforcement concerns.
- Direct and oversee plan reviews and inspections of facilities storing or using hazardous materials to ensure compliance with hazardous materials codes, ordinances and regulations.
- Oversee the development and delivery of training for emergency responders to effectively conduct code enforcement inspections following current codes, ordinances and regulations.
- Manage the continuous evaluation and development of the Fire Prevention Division; identify and implement modifications to achieve quality, standardization, sustainability and operational improvements.
- Work closely with the Department's Hazardous Materials Assistant Fire Marshal to coordinate, support and manage the hazardous materials and fire investigation programs as well as other Division functions and services.
- Collaborate with the Hazardous Materials Assistant Fire Marshal and Community Risk Program Director to accomplish Division goals, organize and implement career development training and distribute relevant information, bulletins, notices and updates to Department personnel.
- Work closely with the Department's administration and assigned program representatives to conduct comprehensive analyses of Fire Prevention Division functions and services and develop continuous improvement recommendations a part of Department accreditation.
- Assist the Deputy Chief/Director of Fire Prevention with the development of the budget for the Fire Prevention Division.
- Serve as a technical advisor to the Deputy Chief/Director of Fire Prevention in interpreting, applying and/or enforcing fire, building and municipal codes related to land development, code enforcement and fire protection engineering.
- Oversee and direct fire and life safety plan review and inspection processes for new construction and tenant improvements in commercial, industrial and residential buildings.
- Oversee, advise and resolve investigations of public complaints and reported violations.
- Coordinate with local, state, and federal agencies to ensure inspection, plan review, enforcement, and regulatory consistency.
- Collaborate with Department personnel and partner agencies to support internship and career development programs.

EXAMPLES OF DUTIES: (continued)

- Provide technical assistance, support and direction to land development, fire and life safety inspection, and fire protection engineering personnel.
- Oversee the development, organization, and maintenance of written and electronic records related to land development, code enforcement and plan review.
- Conduct analytic studies, maintain records, prepare reports and deliver presentations.
- Assist Personnel Services in updating job specifications, participate in recruitment and hiring activities for DFM, AFPE, FPE and administrative staff positions as appropriate.
- Write policies, procedures and guidelines consistent with program goals and objectives.
- Confer with appropriate Department superior officers on personnel concerns, jurisdictional priorities and policy and procedural matters.
- Attend classes, trainings and conferences as required.
- Undertake special projects and 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, or a related field; and eight (8) years of increasingly responsible work experience in governmental fire prevention, of which three (3) 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:

- |                     |  |
|---------------------|--|
| • 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 |

Or

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

Or

Valid and current state of California licensure in fire protection engineering.

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.
- 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.
- Department policies, rules, regulations and operational procedures.
- Written communication principles to prepare clear and concise correspondence, reports and documents.

Ability To:

- 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.
- 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.
- 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.

Ability To: (continued)

- 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: 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; and visual and hearing acuity are also required.

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

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