

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, incumbents 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 classifications as a lead, and may work out of class in the capacity of a Senior Deputy Fire Marshal.

This classification is a Fair Labor Standards Act non-exempt, represented position 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 fire hazard complaints; prepare 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 make fire safety recommendations for schools, hospitals, residential care facilities and other institutions; conduct various fire and life safety inspections and ensure compliance with all applicable codes and regulations for 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 firework displays and/or special events
- 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.
- May act as a lead to the classifications of Deputy Fire Marshal Trainee and Deputy Fire Marshal I.
- Attend training sessions and conferences.
- Provide technical assistance and direction to other Department personnel as assigned.
- Maintain records and prepares reports.
- May be assigned duties in other department programs at the discretion of the Deputy Chief of Fire Prevention and/or the Fire Chief.
- May perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: An associate's degree in fire science, fire technology, fire technology, fire protection engineering, building design, construction, environmental studies, fire administration, business administration or public administration or a closely related field, plus three (3) years of increasingly responsible experience performing fire prevention related work, plan review, construction, and/or building inspection. Applicable work experience beyond the required years of experience can be substituted for required education on a year to year basis.

As a condition of employment, an incumbent who has not successfully completed and passed the California State Fire Marshal (CSFM) coursework for Fire Inspector 1 as indicated below (Fire Inspector 1A, 1B, 1C, 1D) will be required to do so within one year of employment, or as soon as the classes become available:

- 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

Completion of CSFM Fire Prevention I certification will be accepted in lieu of the CSFM Fire Inspector 1 coursework.

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

Completion of the International Code Council (ICC) Fire Inspector I certification will be required within one (1) year of employment. The Deputy Chief of Fire Prevention may extend the required completion dates for all coursework and/or certifications.

Highly Desirable: A bachelor's degree in fire science, fire technology, building design or a closely related field. Plan review capabilities in one or more of the following areas: architectural, automatic sprinklers, fire alarms, and/or water and access.

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.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.
- Maintain accurate records.
- 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, lifting, 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.

Employment Condition: Must be flexible in work assignments. Assignment location, program assignments, assignment to a specialized function may occur and/or be subject to change based on the needs of the division.

Individuals hired into or promoted this classification on or after March 31, 2023, will be required to complete the Deputy Fire Marshal II Task Book within their 12-month probationary period.

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