

FIRE DEPARTMENT
SANTA CLARA COUNTY

DEPUTY FIRE MARSHAL TRAINEE

DEFINITION

The Deputy Fire Marshal Trainee classification shall function under close supervision, in a trainee capacity.

This classification is a Fair Labor Standards Act non-exempt, represented position in the classified service.

DISTINGUISHING CHARACTERISTICS

The Deputy Fire Marshal Trainee position is an entry-level trainee position within the Deputy Fire Marshal series. Incumbents at this level are generally assigned to a variety of less difficult, less complex duties, which provides training in preparation for assignments typical of a Deputy Fire Marshal I classification. An incumbent may remain in this classification only during the initial probationary period of up to twenty-four (24) months, and is expected to qualify for the higher classification of Deputy Fire Marshal I prior to the end of probation or, if not qualified, the incumbent shall vacate the position.

The classification of Deputy Fire Marshal Trainee is alternately staffed with the Deputy Fire Marshal I and II classifications.

EXAMPLE OF DUTIES

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

- Assist in the inspection of buildings and other structures for compliance with fire laws, ordinances and regulations concerning design, construction and the installation of fire protection equipment.
- Assist in the investigation of fire hazard complaints; prepare reports and notices of deficiencies directed to owners.
- Assist in the evaluation of 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.
- May assist in fire safety inspections of weekend fairs/festivals, public fireworks displays and/or special events.
- Attend training sessions and conferences as required.
- Maintain records and prepares reports.
- May be assigned to assist in other department programs at the discretion of the Deputy Chief of Fire Prevention and/or Fire Chief.
- May perform other duties as assigned.

EMPLOYMENT STANDARDS

Education: Sufficient education to demonstrate the knowledge and abilities. The knowledge and abilities to perform this function are normally acquired by the completion of at least 30 college credit units or higher.

Education: (continued)

The incumbent will be required to successfully complete and pass the California State Fire Marshal (CSFM) coursework for Fire Inspector 1 as indicated below within the twenty-four (24) month probationary period as a trainee.

- 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

Knowledge of:

- 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 and effectively 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 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, and flammable irritants and 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: The incumbent will remain in this classification for up to twenty-four (24) months, and with the recommendation of the Deputy Chief of Fire Prevention and upon approval of the Fire Chief, will be promoted to the Deputy Fire Marshal I classification.

Individuals hired into this classification on or after March 31, 2023, will be required to complete the Deputy Fire Marshal Trainee Task Book within their 24-month probationary period.

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