



## Fire Battalion Chief/Fire Marshal

Department/Division:	Fire
Reports To:	Fire Chief
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	June 13, 2007
Pre-employment Drug Test Required:	NO

### DEFINITION

Under direction, plans, organizes and supervises fire prevention, inspection, investigation and public education activities for the Fire District; provides technical staff assistance to the fire suppression staff; performs related duties as required.

### CLASS CHARACTERISTICS

The Fire Battalion Chief/Fire Marshal classification reports directly to the Fire Chief and is considered a management position. This position carries the functional title of Fire Marshal and as such carries out those responsibilities prescribed by law. Works with and coordinates with fire plan check and inspection of new construction performed under the Building and Safety Official.

### ESSENTIAL FUNCTIONS

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties (shown in italics) are those that are non-essential job functions for this class.*

1. Plans, directs and coordinates a fire safety program in the enforcement of federal, state and local laws, and codes and ordinances covering fire safety; organizes, coordinates and supervises the work of Fire District employees engaged in fire inspection, plan check and review, fire investigation and fire prevention education activities.
2. Reviews reports, records and correspondence resulting from inspections of commercial, industrial, residential and public assembly buildings; ensures compliance with fire codes, ordinances and safety regulations; coordinates and schedules initial and follow-up inspections of protection systems and equipment; personally conducts complex fire inspections and public safety programs and supervises the design and preparation of fire prevention literature.
3. Directs and coordinates arson and explosive investigations in conjunction with law enforcement agencies to determine the causes and origins; coordinates the development of evidence of criminal investigations in cooperation with law enforcement officials, insurance representatives, and criminal prosecutors; may arrest suspects in arson crimes; assists in technical training of staff in the

- enforcement of hazardous materials regulations and investigations of violations; issues citations for code violations and prepares materials for litigation.
4. Prepares and is responsible for the administration of the Division budget; supervises the coordination of Fire Safety public education; trains and coordinates engine company inspections of commercial, residential and industrial occupancies; supervises the coordination of the self-inspection program.
  5. Provides technical information and fire protection assistance to architects, developers, contractors, engineers and property owners; reviews, evaluates and coordinates fire prevention codes and ordinance enforcement within the District and with other agencies. May advise on interpreting blueprints and specifications and in preparing comprehensive plan check reports.
  6. Reviews and approves (where applicable) reports; interprets District applications for alternate methods, code amendments, policies and standards regarding fire codes, standards and regulations prepared by the Fire/Building and Safety New Construction Unit.
  7. Analyzes legislation, interprets and develops appropriate fire protection and hazardous materials disclosure procedures to carry out legislation.

## **EMPLOYMENT STANDARDS**

### **Education and/or Experience:**

Graduation from an accredited college with an Associate's degree in Fire Science, or a related field and six years of full time firefighting or fire investigation experience including two years as a Fire Investigator or Fire Inspector or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge, Skills, and Abilities:**

Knowledge of fire protection and prevention theory; local, State and Federal fire protection ordinances and building codes; urban and residential development characteristics, design, construction and contents as related to fire protection; principles of water system engineering and hydraulic calculations as related to fire suppression; fire extinguishing systems, alarm systems and communication systems. Ability to adapt standard fire protection practices to local needs; supervise a small staff that work quite independently on a fire shift schedule; communicate and interact in situations requiring instruction and persuasion.

**Special Requirements:**

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

Successful completion of P.O.S.T. PC 832 i.e. "Laws of Arrest, Search, Seizure."

ICBO certification in the Uniform Fire Code and/or Plans Examiner.

Possession of a State Fire Marshal Fire Prevention Officer Certificate FPO III.

State or National Certification as a Fire Investigator.

**PHYSICAL DEMANDS**

During major incidents, walks on uneven or slippery surfaces; moves from place to place at emergency sites. Dexterity and coordination to handle fire equipment, apparatus and large and small tools; occasional lifting of objects weighing up to 50 lbs.; strength to move the weight of an average human body; reach for items above the head and below the feet; climb up and down ladders; enter confined spaces and other areas; visual acuity sufficient to read gauges and observe conditions at emergency sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions.

**WORKING CONDITIONS**

During major incidents, works in outdoor and indoor environments with intermittent to frequent exposure to a variety of extreme weather conditions. Works under significant risk conditions such as fire, injury and death. Occasional work in confined areas. Exposure to hazardous materials.