

CITY OF ARCADIA
FIRE MARSHAL

DEFINITION

Under direction, to manage, direct, oversee, and participate in the activities and operations of the Community Risk Reduction Division within the Fire Department including community risk reduction, fire prevention, investigation, inspection, plan check, and community education programs; to coordinate water storage and supply systems; to oversee fixed water delivery systems, installation, and maintenance; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief.

SUPERVISION EXERCISED

Exercises direct supervision over technical and administrative staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage, direct, plan, and review the work of staff responsible for providing community risk reduction, fire prevention, and inspection services and activities including plan checking, community education programs, and water supply and delivery systems.

Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment.

Verify the inspection work of employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.

Provide staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.

Check and review building plans prior to issuance of permits; review and approve construction and permit documents in relation to fire prevention laws and codes; check all specialty plans including auto fire sprinklers, fire alarms, and all special suppression systems.

Check site plans for fire department access and fire hydrant placement; review fire hydrant flow tests.

Conduct inspections of buildings and property including places for public assembly, institutional, and educational facilities, for fire hazards, efficiency of fire protective

equipment, adequacy of fire exits and general compliance with applicable laws, codes, and regulations.

Make presentations at various City functions, Fire and Building Code Review Boards, and community education events.

Coordinate with Water Division on issues involving water supply to fire protection systems.

Create, revise, implement, and coordinate inspection forms, procedures, and related policies for the Fire Department.

Attend and participate in various fire protection organizations, committees; interact with adjoining jurisdictions with related fire protection problems.

Approve, inspect, monitor, and assign personnel as necessary for pyrotechnic displays and filming productions.

Meet with citizen groups, organizations, contractors, architects, engineers, and developers regarding fire protection systems, access requirements, building requirements, and other fire prevention life safety issues.

Participate in the community risk assessment component of the Community Risk Reduction Program.

Participate in the development and implementation of a comprehensive community risk reduction program; enforce fire laws, codes, and regulations; initiate notices, infraction citations, misdemeanor citations, and criminal complaint procedures.

Serve as an expert witness testifying in court cases involving fire and code violations.

Assist in regulating hazardous materials in area of jurisdiction; review hazardous material safety plans; provide technical data at hazardous materials incidents; participate in arranging for hazardous materials training for community.

Prepare various reports on operations and activities and complete comprehensive reports when required including division workload statistics and code enforcement reports.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of fire prevention, investigation, and inspection.

Perform the full range of duties in the assigned area of work.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern theory, principles, and practices of fire prevention, investigation, and fire code enforcement.

Principles of management and training.

Principles and techniques used in the development and implementation of community education programs.

Principles and techniques of public relations as related to obtaining cooperation and compliance to codes and laws.

Current arrest procedures, civil rights privileges, and laws affecting the issuance of official notices, search warrants, and other court venue processes.

Fire hazards and related prevention and abatement methods.

Hazardous materials, chemical chain reactions, and fire behavior.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Pertinent Federal, State, and local laws, codes, and regulations, and building codes pertaining to life safety and the prevention of hazardous conditions.

Occupational hazards and standard safety practices necessary in the areas of fire prevention, and inspection.

Building construction, fire protective assemblies, and fire protection systems and equipment.

Mechanical, chemical, and related characteristics of a wide variety of hazardous materials.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize, and review the work of community risk reduction staff in the area of work assigned.

Provide supervision and training to assigned staff.

Conduct a variety of community risk reduction and educational activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Deal effectively with property owners, managers and the general public in difficult work situations.

Enforce regulations firmly, tactfully, and impartially.

Prepare and deliver effective oral presentations.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Perform thorough and highly technical safety inspections, identify hazards, impose requirements or make recommendations using tact and firmness while maintaining public esteem.

Establish record keeping systems and operate a computerized plan check system.

Read and interpret blueprints.

Prepare and maintain accurate and complete records.

Prepare clear and concise comprehensive reports.

Work independently in the absence of supervision.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Six years of increasingly responsible community risk reduction or fire prevention experience. Supervisory experience in community risk reduction is desirable.

Training:

Bachelor's degree from an accredited college or university with major course work in fire science or a related technical field.

License or Certificate:

Possession of ICC Fire Marshal certification or equivalent.

Registration as a Fire Protection Engineer with the California State Board of Registration for Professional Engineers is highly desirable.

Possession of or ability to obtain PC 832 certification within probationary period.

Obtain National Incident Management System (NIMS) Certifications IS 700 and IS 800 within six months of appointment.

Obtain Incident Command System (ICS) Certification in ICS 100 and ICS 200 within six months of appointment.

Possession of an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: April 2006

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