



FIRE MARSHAL Job Specifications

DIVISION:	Fire Prevention
FLSA STATUS:	Exempt (Sworn Non-Safety)
REPORTS TO:	Deputy Fire Chief
SUPERVISION:	Supervises Prevention activities of all North Central Fire District inspectors in the performance of their duties; responds to fire and other emergency calls if requested; provides other services; performs related duties as required, and if qualified in certain situations exercises supervision as a Battalion Chief in their absence.
LOCATION:	Station 55 (Headquarters)
HOURS:	40-hour work week Monday through Friday. May be required to work additional hours as the need arises.

GENERAL SUMMARY

Under direction of Deputy Fire Chief, supervises and coordinates the activities of a comprehensive Fire Prevention Program. The Fire Marshal is a mid-level manager that is responsible for all internal and external fire prevention and “all risk” mitigation activities. Supervises and directs the work of all personnel assigned to the Fire Prevention Division. Must work closely and cooperatively with community development staff, building officials, public works department, city engineers, architects, designers, contractors, and the public. Must be able to make concise and technical written and oral reports; read and understand laws, codes, and regulations. Participates in fire investigations to determine causes, including suspected arson, and prepare reports and findings. May be required to testify in a court of law involving criminal cases or code enforcement related issues. Provides technical expertise in the administration of projects, fire codes and plans review. As assigned by the Fire Chief, may serve as liaison with other governmental agencies and communities. This position plans, develops, coordinates and executes work relating to the activities, functions and programs related to fire district inspection and code enforcement, investigations, public education, and plans review. The Fire Marshal may also assist in the co-ordination, direction and planning of other department operated programs related to fire prevention.

The Prevention Officer creates implements and coordinates the Prevention program with the, Deputy Chief, fire inspector, and the 3 shift Battalion Chiefs. He/she has the ranking responsibility, authority and accountability for all of the Department’s Prevention programs. The Prevention Officer is the Prevention program administrator responsible

for all program development, ensuring consistent delivery of department Prevention programs. The Prevention Officer will undertake a leadership role in County, State and National Prevention, inspection, and/or investigation organizations.

DISTINGUISHING CHARACTERISTICS

In addition to performing all of the duties and responsibilities of a Fire Marshal, the Fire Marshal has responsibility for motivating, supervising, Training, and evaluating subordinate-level employees. The Fire Marshal is responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities such as pre-fire planning, fire and life safety education, and station-based Prevention activities. Employees are required to supervise and participate in the care and maintenance of assigned fire station areas, vehicles, equipment, and grounds. A Fire Marshal must also be skilled in and capable of performing Incident Command responsibilities, and perform these duties as necessary. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries. Work at this level differs from that of a Firefighter by the ongoing performance of supervisory and administrative work. Supervision is received from the Deputy Fire Chief; however, the Fire Marshal is still responsible for overall Division performance and must exercise independent judgment. Fire Marshals may be required to fill in for a Battalion Chief in an acting capacity. Fire Marshals are required to work 40-hour workweeks. Fire Marshals may also be assigned to special duties and/or assignments, which involve working outside or above traditional 40-hour workdays and/or hours.

A Fire Marshal must maintain proficiency in the essential functions of the lower level class including but not limited to public education, inspections, and pre-planning duties; and will be required to possess and maintain required certifications including but not limited to a current valid CA Driver's License with a firefighter endorsement.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

The Fire Marshal shall be involved with and carry out the following: the daily functions of Prevention activities within the district; prepares other instructional materials and training as necessary; Establish department programs, priorities, and objectives within the area assigned; Ability to interact with internal and external customers in a professional and timely manner and within limits established by the district; Work closely with all divisions within the department to provide for the highest degree of efficiency and accuracy; Work with various agencies in the promotion and development of fire, life and injury prevention safety programs; Recommend and assist with the development of codes and ordinances; Research and locate needed information to deal with code applications and violations; Responsible for or the management of the plan review process for commercial, industrial business, multi-family housing units, residential plats, schools, nursing homes, churches, public assemblies, and similar buildings; Responsible for management of the plan review

process for fire protection systems, fire alarm systems, and water supply systems submitted for approval; Maintains records of inspections, investigation, and plans review; Manage the various programs for inspections of properties for hazard identification, risk reductions, and code enforcement; Assist Training Division with the development and implementation of training programs, inspection techniques, injury prevention programs and fire investigation techniques; Responsible for the management of programs for the investigations of fires to determine cause and origin; Prepares and recommends the budget of the assigned areas and manages the approved budget; Attends meetings of elected officials when assigned, and provide reports with the concurrence of the Fire Chief; Respond off duty when requested and available; Attend training courses, seminars, and meetings to maintain knowledge and learn new trends in the field; May perform other administrative duties as required by the Fire Chief or designee; Develop, implement, enforce policies of the department and within the division; Evaluates fire prevention activities locally and in the Fire Industry to make Prevention changes or provide recommendations to the Deputy Chief on any changes deemed necessary to improve overall program effectiveness; Prepare and maintain accurate reports, records, and correspondence along with summaries of the Prevention activities; Be available for emergency call back to perform duties for which he/she is qualified; Attends and participates in appropriate job related Prevention and educational events as well as appropriate department related planning and informational meetings; Maintains proficiency in the operation of all necessary technology to fulfill job requirements; May participate on Department Committees; Performs such other tasks necessary to maintain the continuity of the Fire District within the scope of the employee's job (other duties as assigned).

Performs related duties as required.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Customer Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X
Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredicted and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other Fire Prevention duties.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Bachelor of Arts or Sciences (four-year degree). Additionally, applicants must have: High School/GED.

AND

Minimum of six (6) years as a Fire Inspector/Prevention Officer. Fire Marshal experience can be gained in various ways, including acting and participation in Fire Marshal Activities.

Certificates:

Incident Command System 200, 300, 700, 800; California State Fire Marshal Fire Investigator; and California State Fire Marshal Instructor I certifications.

Fire Marshal (FM) Designation through the Center for Public Safety Excellence

Knowledge of:

Modern fire prevention principles, procedures, techniques and equipment.

Experience in, the application and interpretation of Federal, State, and Local fire codes and standards.

Application of codes involving life safety.

Building codes related to fire and life safety.

Construction methods and materials related to fire safety.

Instructional methodology.

Fire inspection and investigation methods and techniques.

Hazardous materials operations and duties.

Codes and ordinances pertaining to fire prevention.

Fire alarm systems and fire related water delivery systems.

Supervisory, Prevention, and evaluation practices and techniques; departmental operating procedures, rules, and regulations; the Personnel Rules and Management Policies; traffic laws and regulations; and computer-based dispatch and reporting systems.

Geography of the DISTRICT.

Ability to:

Work effectively with others.

Perform inspections and prepare reports.

Provide leadership within the department and in the community.

Communicate effectively, orally and in writing.

Effectively apply standard fire prevention techniques.

Act effectively in emergency and stressful situations.

Enter data into a terminal, personal computer, or other keyboard device to document fires, first aid incidents, and building inspection reports.

Work in a variety of weather conditions.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH).

Successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.

Desirable Qualifications:

Possession of a California State Fire Marshal ICS I-400

Possession of California State Fire Marshal Fire Inspector I, II, and Fire Marshal and/or IFSAC or ProBoard Inspector I, II, and III.

CSFM Plans Examiner

National Fire Academy Executive Fire Officer or CSFM Chief Fire Officer

Conditions of Employment:

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must be willing to work weekends, holidays, evenings and nights as necessary to satisfactorily perform the duties and responsibilities of the position of Fire Marshal.

May attend remote meetings, conferences and training, requiring reimbursed travel, including overnight lodging.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

The Fire Marshal is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____

FIRE CHIEF

Original TVH:aaf 10/01/18
Revised TVH:aaf 04/09/20
Revised TVH:aaf 10/07/20
Revised TVH:aaf 0913/22