



# CENTRAL COUNTY FIRE DEPARTMENT FIRE MARSHAL

Department: Fire  
FLSA Status: Exempt

Bargaining Unit: Fire Administrators  
Revision Date: 10/01/08

## DEFINITION

Under the direction, of the Fire Chief and the Deputy Fire Chief for operational impacts, the Fire Marshal will enforce all local fire codes and ordinances through plan checking and inspections; perform in-service fire inspection training; investigate causes of fires; and perform fire suppression duties; supervise fire prevention personnel.

## ESSENTIAL DUTIES

- Manage the Fire Prevention Division.
- Enforce all local fire codes and ordinances.
- Check plans and drawings for conformance with fire protection laws and regulations.
- Inspect construction to verify compliance with requirements.
- Issue correction notices.
- Investigate complaints of fire and safety hazards.
- Respond to alarms to investigate causes of fires.
- Prepare and protect evidence of arson; conduct investigation, interviews and interrogations and present evidence in court.
- Conduct investigations as to the cause and origin of fires.

## REQUIRED QUALIFICATIONS:

### Knowledge of:

- Principles, practices and procedures of modern firefighting
- Fire investigation methods, programs and equipment
- Fundamentals of building construction and materials
- Court procedures in fire prevention enforcement
- Principles of supervision and departmental management
- Local geography including the location of mains, hydrants and major fire hazards to the City and Town
- Principles of fire administration including: personnel, purchasing, training, safety and report writing.
- Laws, ordinances and regulations affecting the work of the department including city, county, state and federal

Ability to:

- Prepare clear, concise and complete oral and written reports.
- Maintain accurate and complete records.
- Supervise subordinates under normal and emergency conditions.
- Secure cooperation from the public in observing fire prevention laws and regulations.
- Check plans and drawings.
- Recognize fire and safety hazards.
- Enforce fire codes.
- Carry out investigations of arson and other suspected incendiary fires with appropriate agencies.

Education and Experience:

- Three (3) years experience as a fire inspector or three (3) years as a company officer performing fire prevention inspections.
- Associate of Arts/Science degree in Fire Science or related field from an accredited college.
- A Bachelors Degree in Fire Science or related field is highly desired.

License or Certificate:

- Fire Prevention Officer Certificate from the State of California
- Valid California State Driver's License

**SPECIAL REQUIREMENTS:**

Ability to crawl, crouch, twist upper body, sit, stand and walk for long periods of time; climb ladders and work at heights; ability to work in a hazardous environment including electrical and mechanical hazards; ability to work in confined spaces. Ability to analyze situations quickly and draw logical conclusions; to remain calm and follow instructions under pressure, stress and emergency situations. Work cooperatively with the public, other departments and all those encountered in the course of work. Communicate clearly on the phone, in person and in writing; deal calmly with irate citizens and contracts; enforce necessary regulations with firmness and tact. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties. There may be some chemical hazard exposure, but mechanical hazards are minor.

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Human Resources Director

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Date

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Department Head Approval

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Date