

CITY OF BRISBANE

ASSISTANT FIRE MARSHAL

Definition

Under the general direction of the Deputy Fire Chief of Special Services Bureau, administers the fire prevention program consisting of but not limited to pre-fire engineering and code enforcement compliance; assisting in planning for and directing of preventive measures including review of building plans, protective systems and specifications for compliance with fire and life safety codes and standards; conducting inspections; responding to emergency incidents and performing fire investigation for cause and origin determination; providing community outreach and public education; performs other duties as required and assigned.

Class Characteristics

The Assistant Fire Marshal is directly responsible for the supervision of personnel, management and coordination and overall activities of the Fire Prevention Services Division. In addition to technical and programmatic responsibilities, the Assistant Fire Marshal oversees matters of policy, code, rules, regulations related to the administration of fire prevention and pre-fire engineering. The Assistant Fire Marshal may be assigned Incident Command System (ICS) responsibilities and function within the scope of California Incident Command Certification System (CICCS) when deemed necessary.

Supervision Received and Exercised

Receives general supervision from a Special Services Bureau Deputy Fire Chief.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all-inclusive:*

- Conduct fire and life safety plan reviews and inspections of occupancy classifications to ensure compliance with local, state, and national codes.
- Interprets and applies safety conditions, code requirements and required permits relating to approval of residential, commercial, industrial development and building modifications.
- Performs a variety of fire and life safety on-site inspections for new or modified construction, business license applications, use permits and code enforcement issues.
- Identifies fire and life safety problems and code issues; confers with property owners, consultants, developers, engineers, architects, contractors, business owners and others regarding code requirements and required mitigation.
- Assist, cooperate and work effectively with Building and Planning officials, external stakeholders and regulatory agencies.
- Determine the origin and cause of fires; establish the element of the crime of arson; collect evidence; conduct interviews; write reports; effectively work with local, state, and federal law enforcement agencies and the District Attorney's office; testify in court.
- Prepares a variety of reports, records, correspondence, informational and other written materials; prepare and present presentations to various public and private groups.
- Respond to emergency incidents and function within the Incident Command System.
- Prepare and distribute public information media releases on fire department activities and emergency incident response.

- Supervise assigned subordinate personnel which may include scheduling, assigning work and work timeframes; evaluate work performance and provide feedback; set work performance standards and operating procedures; mentor, train, coach, and delegate responsibilities for employee growth.
- Assigned “Duty Call” rotation within the Fire Prevention Services Division for emergency incidents, public information, cause and origin investigation, as well other necessary assignments.
- Interact with the public, employees, and others in a professional, courteous, and prompt manner. Provide accurate information.
- Maintains accurate records and files related to work performed.
- Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of preventive services including fire and life safety, fire prevention, fire suppression, fuels reduction, fire investigation and emergency disaster mitigation.
- Applicable city, state and federal standards, laws, codes, mandates, and regulations related to fire and life safety; access and hazardous materials handling and storage.
- Relevant construction methods and processes related to fire systems to include fire sprinkler, fire detection, smoke evaluation and equipment.
- Principles of modern pre-fire engineering, modern suppression and preventative methods, practices, and procedures; California Fire Code, International Fire Code, National Fire Protection Association Codes and Standards, Uniform Building Code, and International Building Code.
- Standard fire department administration; budget and record keeping; city and fire department standard policy and procedures.
- Fire investigation principles and practices for fire cause determination.
- Use of equipment, tools, and personal protective equipment (PPE) safety practices.
- Technology applications related to the work, computer, tablets, programs, and data use.
- Basic fire suppression, emergency, and EMS response techniques.

Skill to:

- Provide effective communication and interaction with employees and public.
- Plan and manage multiple complex projects that may have communitywide impacts with social and political tones.
- Develop and implement a comprehensive programs, systems and measures within and related to the overall fire prevention services division.
- Present sound, accurate validated information by verbal presentation and or written documentation to an audience or groups.
- Solve problems in an interest based manner, especially when relations may be confrontational or stressed.
- Apply construction plan review methods, read plans, and inspect structures of varying size and scale for fire, life, and safety code compliance.
- Communicate, decipher, interpret, apply, explain, and enforce fire and life safety codes.
- Identify hazard risks to projects and apply mitigation standards; provide suggestions to address compliance issues.
- Determine methods and resources needed to address risk, liabilities, and legal implications.
- Investigate fire causes; keep accurate records and prepare precise written reports; work closely with local law enforcement when necessary.

- Represent the fire service point of view when interacting with Building and Planning Officials, private companies, consultants, Planning Commissions, City Councils, and other local, state, and federal agencies.
- Identify key issues and act as a resource to internal and external stakeholders in resolving complex issues.
- Supervise the work of staff daily and on projects. Hold subordinates accountable; be supportive; provide clear directions and leaders intent.
- Make sound, independent decisions within the law, regulations, policy and procedural guidelines.

Education and Experience:

Any combination of experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Desirable education may include an Associate of Arts degree from an accredited college, university, or equivalent. A Bachelor’s Degree from an accredited college or university. Formal course work from an accredited school, college, or university in the field of fire technology, fire protection and engineering or public administration may be applicable in meeting the requirements for education.

Experience: Eight years of progressive relevant experience in the fire service with three years of supervisory experience; exposure to fire service administration activities; Background in new construction building and planning review. Four years’ experience in prevention officer duties, fire investigator and fire plans examiner. Prior Fire Marshal classification, duties, and experience in like size jurisdiction.

Special Requirements: Must possess a valid California class C driver’s license and have a satisfactory driving record.

Must possess or obtain:

- P.C. 832 within one year of appointment
- Fire Prevention Officer certification or equivalent prior to completion of probation.
- Fire Investigator certification or equivalent prior to completion of probation.
- ICC or NFPA Plan Examiner certification or equivalent prior to completion of probation.

Physical Demands: Must possess mobility to work in a standard office setting, make inspections in a variety of locations and to operate a motor vehicle; vision to discern colors, perform inspections and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups in person and over the telephone and radio. Wear personnel protective equipment (PPE) including the use of Self-Contained Breathing Apparatus (SCBA) and other necessary equipment or demands.

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Bargaining Unit: Brisbane Fire Management Group
Resolution: 2022-

Former Titles:
Abolished: