

FIRE MARSHAL / DIVISION CHIEF

DEFINITION

To plan, organize, and direct the activities and operations of the fire prevention and CUPA/Hazardous Materials Programs section; to direct and assume command of fires and other emergency incidents; and to coordinate section activities within the Fire Department and with other divisions, departments, and outside organizations; and to provide highly complex staff and technical support to the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief.

Exercises direct supervision over assigned professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for the operation of the Fire Department; develop and implement policies and procedures; administer both City and Department rules and regulations.

Direct and assume command of fires and other emergency incidents using the Incident Command System as the Chief Officer in Charge; respond to and direct the deployment of personnel and equipment for fire suppression, rescue, and other emergency incidents; prepare incident reports and initiate investigations as required.

Assume the responsibility for the overall operation of the department during the absence of the Fire Chief; participate in organizational and operational planning and development as a member of the department's management team.

Plan, develop, oversee, and coordinate the work of staff involved in fire prevention and the CUPA/Hazardous Materials Program; administer and implement the CUPA program conforming to State regulations including inspection, permitting, reporting, enforcement, records retention, administration of budgets, and preparation of fee schedules.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Conduct highly technical plan reviews and field inspections of buildings in various stages of development against plans and specifications; discuss compliance problems with owner/contractor; issue correction notices, stop work orders and other enforcement activities for code violations, as necessary.

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Provide staff support to commissions, committees, and task forces as necessary; attend and make presentations at Staff, City Council, Planning Commission, and professional association meetings; respond to complex requests for information and complaints; recommend and prepare for adoption codes, ordinances, and regulations.

Supervise and participate in investigating fires for cause and origin; conduct investigations of suspected hazardous materials releases and perform sampling, surveillance, and other activities related to case development; perform administrative hearings and recommend penalties for violations of hazardous materials regulations; prepare and submit state hazardous materials reports; act as liaison with other governmental agencies; monitor the results of on-going hazardous waste activities; conduct special studies and compile program data.

Direct weed abatement and vegetation management programs related to code enforcement, defensible space, and development of the Wildlife Urban Interface (WUI); provide support to the City's fuels management plan including site inspection and enforcement; prepare fire risk abatement plans and updates as necessary; monitor the City's California Vegetation Treatment Program (CalVTP), coordinate outreach and act as the subject matter expert to community organizations for fuels reduction programs.

Enforcement of laws relating to fire prevention, fire suppression, and investigation.

Coordinate the development and administration of grant proposals and funding opportunities related to fire prevention activities, weed abatement, and vegetation management programs; administer grant funds and track expenditures; serve as the point of contact for grant and funding organizations.

Coordinate the contract management and procurement process; prepare request for proposals; ensure compliance with City policies and procedures and regulatory and contractual requirements; review and interpret contract language, requirements, and documentation; consult with legal and provide direction on procurement and contracting related issues.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for expenditures; monitor and control expenditure.

Participate in the selection of staff; assess, prioritize, and coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

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Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of modern fire prevention management, investigative techniques, firefighting methods, hazardous materials, wildland urban interface, and building code enforcement.

Mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials and hazardous substances.

Practices and techniques of hazardous materials response, containment, and clean-up.

Pertinent local, state, and federal rules, regulations, and laws.

Incident command management and structure.

Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.

Technical operation, uses, and maintenance of specialized fire apparatus and equipment.

Techniques of CPR and emergency medical response.

Modern office procedures, methods, and computer equipment.

Project management principles and practices, including goal setting, work plan development, implementation, and evaluation.

Principles and practices of budget development and administration, contract administration, City-wide administrative practices, and general principles of risk management related to the function of the assigned area.

Principles and practices of record keeping and reporting including comprehensive risk abatement plans and other relevant safety plans and reports related to the assigned division.

Methods and techniques of preparing technical and administrative reports, and general business correspondence.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of work safety.

Ability to:

Plan, organize, implement, and direct the staff and operations of assigned division.

Investigate fires and determine their cause and origin.

Plan, organize, and participate in a comprehensive fire prevention and hazardous materials program.

On a continuous basis, know and understand all aspects of the job; analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Direct and perform the work required of fire suppression and incident command in response to emergency incidents subject to the same physical requirements as fire suppression staff.

Apply the mechanics of firefighting and emergency operations.

Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.

Remain calm and be capable of making decisions while working in extremely stressful situations that may present a threat to life and property. Interpret and explain pertinent firefighting, emergency response and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Four years of increasingly responsible experience in municipal fire prevention and suppression; including three years of supervisory and command responsibility comparable to a Fire Captain's level in the Healdsburg Fire Department.

Training:

Equivalent to graduation from an accredited four-year college or university with major course work in biology, microbiology, chemistry, chemical engineering, physics, physical science, environmental science, geology or soil science, environmental health, sanitary engineering, toxicology, industrial hygiene, hazardous materials management, fire science or fire technology.

OR;

Qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery beyond the required years of experience may be substituted for required education, on the basis of one year of qualifying experience for 15 units of college course work, for a maximum of 15 units.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a Company Officer and Plans Examiner certificate from the California State Board of Fire Services prior to the completion of the probationary period.

Possession of EMT-1 Certificate prior to the completion of the probationary period.

Completion of ICS 400 series coursework or equivalent within 6 months of employment.

Possession of an ICC California Underground Storage Tank Inspector certificate within 6 months of employment.

Possession of a Fire Marshal, and/or Chief Fire Officer certificate is highly desirable.