

City of South San Francisco  
Human Resources Department

Deputy Fire Marshal  
Class Description

**Definition**

Under general direction, perform supervisory and technical work in implementing a comprehensive fire prevention program; enforce all local fire codes and ordinances through plan checking and inspections; perform in-service fire inspection training; investigate causes of fires; coordinate fire prevention activities; and supervise fire prevention personnel. When assigned, the Deputy Fire Marshal may act in the capacity of the Fire Marshal; and does related work as assigned.

**Distinguishing Characteristics**

This safety classification is distinguished from the Safety Inspector positions as it has management responsibilities in the fire prevention division. Duties of this position focus on the most complex fire prevention, engineering, and inspections; training, advising and periodically supervising prevention projects and personnel; providing fire inspection staff, technical expertise related to fire code, engineering, plan check, education, and fire inspection and investigation techniques and procedures. Employees in this classification receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and provide direction to fire prevention personnel.

**Typical and Important Duties:**

1. Assist Fire Marshal with planning, organizing, and managing the operations of assigned areas within the Fire Prevention Bureau to include plan review, building inspection and fire investigation.
2. Supervise, train, develop and evaluate assigned staff. Assist and conduct training of new or existing employees.
3. Responds to emergency incidents and fires for cause and origin; investigates fire hazard complaints, violations of laws and ordinances, arson fires, and all other fires requiring investigation for cause and origin; interviews witnesses and suspects; may search and seize, as appropriate; participates in the County fire investigation unit and Fire Prevention Officers' Association.
4. Perform periodic inspections of new and existing buildings, structures and installations requiring fire clearances; identify fire hazards; recommend corrective actions; perform follow-up inspections to see that corrective actions have been taken.
5. Reviews plans for storage, uses, occupancies, structures, and buildings for compliance with fire-related codes and ordinances.
6. Interprets fire codes and other building-and construction-related code requirements for builders, subcontractors, designers, owners, and the public; resolves disagreements and problems concerning inspections and code compliance.
7. Writes reports, attends, and makes presentations or responds to Planning Commission, City Council, or other public bodies, as necessary.
8. Develop, write, or provide reports as necessary to measure and evaluate fire prevention

activities and workload.

9. Regularly attend continuing education classes, seminars, and training sessions to stay current with changing technology and laws.
10. Operates a variety of machines and equipment, such as automobile, camera, measuring tape and wheel, calculator, investigative and drafting equipment, and computers and related applications.
11. Participates or assists in the mitigation of emergency incidents.
12. May act in the capacity of Fire Marshal, in their absence or as assigned.
13. Performs all other duties as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles, practices, and techniques of fire prevention, fire investigation, and public education.
- National, state, and local fire prevention codes, ordinances, and standards.
- Principles and techniques of effective customer service.
- Principles, procedures, equipment, techniques, and methods of investigation.
- Inspection and plan check methods and procedures.
- City and departmental policies and procedures.
- Assist with department budget preparation and evaluation
- Principles and practices of employee supervision, training and evaluation.
- Arrest, search, and seizure methods and laws.
- Procedures and techniques and equipment such as fire extinguishers, sprinkler systems, and alarm systems.

#### *Ability to:*

- Perform the most complex fire inspections and code enforcement activities.
- Identify fire hazards to require corrective actions; analyze, interpret, and explain fire prevention codes and regulations.
- Apply technical knowledge and follow proper inspection techniques
- Read and interpret building and engineering plans.
- Coordinate activities of staff assigned including performance evaluations or recommendations or actions to supervisor.
- Review plan-check drawings and specifications, recognizing fire safety standards and deviations from plans
- Enforce a variety of codes, ordinances, and regulations relating to fire prevention, building, and housing.
- Investigate fire scenes and other incidents and determine causes and origins of fire.
- Recognize, identify, and preserve evidence.
- Effectively interview witnesses and suspects.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Understand and comply with national, state, local, City, departmental, and divisional rules and regulations.
- Maintain comprehensive records; prepare clear, concise, and complete oral and written reports.
- Establish and maintain collaborative and cooperative working relationships with those contacted in the course of work; represent the City, the department, and the division effectively in contacts with others, including agencies, City departments, and the public.

- Understand, comply, and enforce safety policies, rules, and regulations; properly use safety equipment; work in a safe manner, following City safety practices and procedures.
- Coordinate combustible vegetation management public education and community outreach programs.
- Interact with the public in routine and sensitive situations with tact and diplomacy.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical deadlines.
- Take a leadership role in addressing customer service issues.
- Make process improvement changes to streamline procedures.
- Utilize job-related computer applications.
- Utilize gas detector and decibel meter.
- Perform assignments and maintain equipment in a safe manner; understand and enforce safety policies, rules, and regulations; properly uses safety equipment; actively participates in City safety programs.

*Skill to:*

- Provide leadership, management and supervision. Develop administrative controls.
- Operating a personal computer and associated applications.
- Operate a motor vehicle safely.
- Effectively communicate orally and in writing.
- Work effectively without direct supervision.
- Evaluate the effectiveness of personnel, administrative systems, and Fire Prevention operations.

**Experience and Education**

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

*Experience:*

- Five years of progressively more responsible fire prevention experience comparable to that of a Safety Inspector I for the City of South San Francisco department or state agency and in working with the public in dealing with fire prevention standards, techniques and systems, and enforcement practices.
- Or two years of progressively more responsible experience as a Safety Inspector II with the City of South San Francisco performing fire prevention duties.

*Education:*

- Equivalent to completion of an Associate's Degree from an accredited college or university with major course work in Fire Science, Fire Prevention, Fire Protection Engineering, or a closely related field. A Bachelor's Degree is highly desirable.

**Licenses and Certificates**

- Possession of a valid California driver's license must be maintained as a condition of employment.
- State Fire Marshal Office Fire Inspector II certificate or equivalent education and experience.
- Possession of California State Fire Investigator certification, PC-832 Arrest Search and Seizure is highly desirable.

## **Special Requirements:**

*Essential duties require the following physical abilities, skills, and work environment:*

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; walk on rooftops; lift and carry 35 pounds; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Work in standard office environment or field setting; exposure to cold, heat, noise, outdoors, vibration, confined workspace, chemicals, explosive materials, vibration, mechanical hazards, electrical hazards, traffic, and work in attics and crawlspaces; walk on pitched and flat roofs.

*Ability to:* Travel to different sites and locations; locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work extended hours or off-shift work for meeting attendance or participation in specific projects or programs, and take call during non-business hours.

Approved:  
Revised Date:  
Former Titles:  
Abolished:  
Bargaining Unit: IAFF  
ADA Review:  
DOT:  
Physical:  
Status:  
EEOC Category:  
Job Code: