

**City of San Rafael  
Job Class Specification**

## **Job Title: Deputy Fire Marshal**

### **SUMMARY**

Under general direction, reviews, inspects and investigates for fire prevention-related activities; inspects fire protection systems, construction sites, occupancies, structures, buildings, and storage and usages to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances, and with nationally recognized fire protection standards; investigates and reviews a variety of fire-related issues; enforces the fire- and building-related codes and other aspects of the municipal code relating to construction, code enforcement, and building inspection; conducts field inspections for compliance with fire and life safety standards; conducts the full range of simple to complex plan reviews; presents education to the public on fire prevention, code enforcement; and does related work as assigned.

This position receives direct supervision from the Fire Chief/Fire Marshal, and works closely with the Fire Captain/Specialist in coordinating fire inspections. This position directly supervises the Fire Inspectors.

### **DISTINGUISHING CHARACTERISTICS:**

This is the journey-level, mid-management, non-safety class position. Advanced experience in building and fire code applications and specialization in fire prevention and municipal code enforcement is required. It is distinguished from the Fire Prevention Inspector classifications by the greater independence and technical expertise which the incumbent is expected to effectively demonstrate. Employees at this level 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. Positions in this class are normally filled by advancement from the inspector class after demonstrating the higher-level knowledge and skills; or when filled from outside the City, incumbents must have prior, significant fire prevention training and experience.

### **ESSENTIAL DUTIES:**

- Reviews plans and specifications for fire suppression systems, and fire alarm systems.
- Supports fire suppression specifications and Fire and Building Code requirements to ensure compliance with Federal, State, and local fire safety regulations, laws, standards, and codes.
- Performs or oversees field inspections of construction sites for compliance with all fire code requirements.
- Reviews site and building development plans for local fire protection and system requirements and Fire Department suppression operational standards.
- Provides technical advice to City staff, contractors, architects, developers and the general public.
- Performs basic and complex calculations necessary to review plans and to calculate fees. Issues permits and processes reports and other data on the computerized permit tracking system.
- Designs and prepares informational handouts for distribution to the public.
- Participates in fire investigation efforts with the Fire Captain/Specialist.
- Advises building and fire inspectors on fire and life safety issues arising in the field during construction inspections.
- Provides work review/information and instruction to Fire and Building division personnel as directed.
- Assigns work, including field inspections and review performance for the Fire Inspectors, as determined by the Fire Chief/Fire Marshal.

- Evaluates subordinate personnel.
- Assists the Fire Chief/Fire Marshal in the budget preparation and code adoption process.
- As required, makes written or oral reports to the City Council, Planning Commission, and civic groups.
- Performs related duties and responsibilities as required.

**Knowledge of:**

- English grammar, spelling, vocabulary and report writing.
- Principles, practices, and techniques of fire suppression.
- Building construction methods and practices.
- Mathematical and basic engineering skills.
- Fire Department policies and procedures.
- Fire and building codes.

**Ability to:**

- Evaluate, approve and inspect various types of fire protection systems.
- Analyze Fire Protection problems and develop objective solutions by applying innovative approaches to problem solving.
- Analyze and evaluate statistical data.
- Check hydraulic calculations to determine adherence of fire extinguishing system plans to code requirements and specific applications.
- Express ideas and communicate clearly and concisely, both orally and in writing.
- Deal tactfully and in a cooperative manner with architects, engineers, developers, the public and City staff to provide a high level of customer service.
- Work independently as well as with a team.
- Organize and prioritize workload effectively.
- Operate Microsoft Excel, Word and Outlook.
- Review mathematical calculations.

**EDUCATION AND TRAINING GUIDELINES:**

Any combination equivalent to 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:**

Three years of Fire Prevention experience which involved fire plan check, field inspection, and public education/relations.

**Licenses, Certificates and Education:**

- Possession of a California Class "C" driver's license and satisfactory driving record. (Maintenance of a California driver's license is a condition of employment.)
- Possession of an AA or AS degree from an accredited college or university. B.S. degree is highly desirable.
- Certification as Fire Prevention Officer.
- Successful completion of the California State Fire Marshal's service training program. classes; 1A, 1B, 1C, 2A, 2B, 2C, 3A 3B and PC832, or ability to obtain within one year of appointment.
- Possession of a certificate as a Plans Examiner issued by the International Code.
- Council or State Fire Marshal's office or equivalent state, national or international association is desirable.

## **PHYSICAL DEMANDS:**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **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.

While performing the duties of this job, the employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but occasionally loud.

The nature of the work requires the employee to climb ladders or scaffolding in order to access and walk on rooftops. A sense of balance is required to walk on pitched rooftops. The job also requires the ability to access and enter cramped quarters such as crawl spaces located under homes, or spaces such as attic areas. Working within the crawl space may bring the employee into contact with reptiles, insects and/or rodents. While conducting an inspection, it may require the employee to walk over rough, uneven, and rock surfaces.

Department: Fire Department  
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