



Fire Marshal

Summary

To plan, organize, direct, and coordinate the work of the Fire Prevention Division within the Fire Department including fire prevention, code compliance, inspections, arson investigations, fire education, hazardous materials, the Certified Unified Program Agency (CUPA) program management, and the review of proposed construction for compliance with codes and regulations; to coordinate Fire Prevention activities with other divisions and departments; to represent the Division to other City of Petaluma departments, City Council, and outside agencies; and to provide highly complex staff assistance to the Fire Chief.

Class Characteristics

General direction is provided by the Fire Chief or designee. Responsibilities include the direct and indirect supervision of professional, technical, and support services staff.

This classification is commensurate in authority to the Fire Battalion Chief and in addition is considered a Peace Officer under Penal Code Section 830.37 (b) when acting in the capacity to enforce laws relating to fire prevention, fire investigation, and CUPA/Hazardous Materials.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Develop, direct, and implement divisional goals, objectives, policies, and procedures.

Plan, organize, and direct the work of the Fire Prevention Division including commanding, developing, directing, and supervising Fire Prevention Program activities.

Prepare the Fire Prevention Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer approved budget; advise and prepare, or review, reports to the Fire Chief, City Manager, City Council, boards, commissions, and other organizations.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures, as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Establish and direct schedules and methods for fire inspection, investigation, and public education activities.

Direct, supervise, and participate in the review of plans; conduct inspections and investigations of fire causes and arson cases.

Participate in pre-development planning, working with developers, City Engineer, and others in the review of development projects.

Direct, supervise, and provide oversight for CUPA/Hazardous Materials programs, the California Environmental Protection Agency (CalEPA), and CERS California Environmental Report System (CERS) programs; act as CUPA Manager for the City of Petaluma.

Direct and provide oversight for hazardous materials emergency response and mitigation activities and programs within the Petaluma Fire Department.

Supervise the activities of the Hazardous Materials Response Coordinator; participate and respond to hazardous materials emergencies in the City of Petaluma and County-wide, as requested; coordinate and provide oversight for Fire Department hazardous materials response, mitigation, and monitoring training.

Participate as a member of the Emergency Management Team during Emergency Operations Center (EOC) activations as assigned, either command staff or general staff.

Prepare or direct the preparation of a variety of studies and reports relating to fire prevention and inspection; respond to and investigate fires.

Evaluate existing fire safety conditions and federal, state, and local codes applicable to fire safety.

Develop and maintain a variety of records and reports.

Work closely with public and private groups and individuals to explain or coordinate programs and resolve inspection, investigation, and litigation issues; respond to complaints or inquires by phone or in person.

Plan and conduct public information programs regarding fire prevention; make presentations to various groups.

Serve as the acting Fire Chief, as assigned.

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

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Perform related duties as assigned.

Skills/Abilities:

Organize and direct activities associated with fire inspections, fire investigations, CUPA Hazardous Materials, and fire prevention education.

Analyze problems and identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules, and regulations.

Prepare and administer Fire Prevention Division budget.

Investigate fires and determine origin and cause.

Prepare and maintain a variety of records and reports.

Make effective presentations to groups.

Read and interpret construction plans and specifications.

Read, interpret, and apply fire safety codes, ordinances, and laws.

Effectively present information to senior management, public groups and/or City Council.

Prepare and present clear and concise technical and administrative reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle or feel, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee may be exposed to fumes or airborne particles, toxic or caustic chemicals and outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

Incumbents assigned to this classification, when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions, such as very hot and/or very cold temperatures.

Incumbents must be able to move debris and dirt or other material using a shovel or rake, walk over rough, uneven or rocky surfaces, work at heights greater than 10 feet, climb ladders or steps to reach objects, wear a self-contained breathing apparatus, hear alarms and other auditory warning devices, observe or monitor objects, such as fire protection equipment and systems, buildings, underground storage tanks or data, such as underground tank test results.

Incumbents may be required to work in small, cramped areas, use common hand tools, bend or stoop repeatedly or continually over time, use stomach and lower back muscles to support the body, perform physical inventories, discriminate among colors or match colors of wiring systems and color-coded valves and piping, move objects (such as portable generators, tools, equipment

and evidence) weighing up to 50 pounds over long distances, stand or walk for extended periods of time with the inability to rest at will, and use arms above shoulder level.

When not performing duties in the field, incumbents work in an indoor office setting and are required to enter data into a terminal, PC, or keyboard device, produce written documents using proper grammar, punctuation, and spelling, use graphic instructions, blueprints, and layouts as part of the plan review process when checking for code compliance and sit for extended periods of time with the ability to move at will.

Qualifications

Knowledge of:

Principles, methods, and practices of modern fire prevention, public education, fire suppression, emergency medical, rescue, and hazardous materials activities.

Methods and techniques for performing arson investigations.

Applicable federal, state, and local codes and regulations including rules of evidence, search, seizure, and arrest.

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

Principles of hazardous materials emergency response including the methods and techniques for the safe response and mitigation of hazardous materials releases.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Practices and procedures of local government, regulatory agencies, and grant agencies.

Principles and practices of supervision, training, and personnel management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Completion of an Associate's degree from an accredited college with major course work in fire science, fire prevention, fire administration, public administration, business administration, engineering, environmental science, hazardous materials, or related field. A Bachelor's degree is preferred.

Completion of course requirements for the California Board of Fire Services certification as a Fire Inspector I and II, Plans Examiner, Chief Officer, SFM Fire Marshal and Fire Investigator is desirable.

Completion of the following course requirements from California Office of Emergency Services

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(CalOES) California Specialized Training Institute (CSTI) is desirable: Hazardous Materials Technician or Specialist certification.

Experience:

Five years of fire department/district experience, including fire prevention, hazardous materials, and fire investigation to demonstrate possession of the knowledge, skills, and abilities listed above. Management and supervisory experience and/or training are highly desirable.

Certifications/Licenses:

Possession of a California State Arrest PC 832 Certificate.

Possession of a valid Class C driver's license.

Chief Officer or OSFM Fire Marshal certificate is required within two (2) years of appointment.

Must be willing to work off-shift hours on a call-out basis.

Established: 03/1990 – Resolution 1990-147 N.C.S.

Revised: 09/12/05 – Resolution 2004-198 N.C.S.

Revised: 06/05/06 – Resolution 2006-095 N.C.S.

Revised: 01/05/09 – Resolution 2009-002 N.C.S.

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Revised: 05/02/22 – Resolution 2022-070 N.C.S.

Department: Fire

FLSA Status: Exempt