



**CITY OF PETALUMA  
CLASS SPECIFICATION**

Date: 8/2/2021  
Job Class: 07AFMR

## **Assistant Fire Marshal**

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### **Summary**

Perform a variety of duties to enforce compliance within the Fire Prevention and Certified Unified Program Agency (CUPA) Division of the Fire Department including: conduct plan reviews; conduct fire and life safety inspections and (CUPA)/Hazardous Materials inspections to enforce compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires and hazardous materials; conduct fire investigations to determine cause and origin of fires; develop and present public education programs to the community and schools and provide fire safety training to businesses.

### **Class Characteristics**

General direction is provided by the Fire Marshal. Responsibilities may include direct and indirect supervision of professional, technical and support services staff and acting in the absence of the Fire Marshal.

This class is distinguished from the Fire Inspector in that incumbents in this class are primarily responsible for plan reviews in addition to other duties and is distinguished from the Fire Marshal class in that the Fire Marshal has overall responsibility for the Fire Prevention Division.

This class 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:

Conduct plan reviews of building, construction, alteration and demolition to ensure proper construction and code compliance.

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

Research, interpret and enforce provisions of fire prevention and fire safety laws, ordinances, codes and other regulations.

Conduct fire inspections, CUPA/Hazardous Materials inspections and non-hazardous occupancy inspections throughout the City to abate fire hazards.

Inspect and evaluate hazardous processes, storage, handling and other functions in businesses to ensure compliance with applicable fire codes and State laws.

## Assistant Fire Marshal

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Participate and respond to hazardous materials emergencies in the City of Petaluma and County-wide, as requested.

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

Conduct inspections of construction projects to ensure proper installation of fire sprinkler systems, fire alarm systems, spray booths, fuel tanks and all types of building construction.

Investigate structural, vehicle and other fires to determine cause and origin; analyze and collect evidence; interview witnesses and take statements; prepare fire investigation reports other paperwork required.

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

Develop, prepare, and maintain a variety of records and reports, including written reports and correspondence.

Develop and conduct fire prevention training for fire suppression personnel.

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 inquiries by phone or in person.

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

Perform related duties as assigned.

### Skills/Abilities:

Read, interpret and make corrections on building plans as they relate to fire code and CUPA requirements.

Interpret and apply applicable Federal, State and local policies, laws and regulations governing fire prevention.

Explain technical code requirements to developers, contractors and the general public.

Collect, analyze and evaluate data, and prepare reports and recommendations.

Investigate fires and determine origin and cause.

Conduct a variety of building and fire code inspections and ensure compliance with applicable laws, codes and standards.

Detect and evaluate a wide variety hazardous conditions and materials.

Prepare and present fire safety presentations.

Prepare and maintain a variety of records and reports.

Make effective presentations to groups.

Operate office equipment, including computer equipment and specialized software applications, including but not limited to Microsoft Office applications such as Word, Excel, Outlook, and PowerPoint.

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 fire 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, practices and procedures of modern fire protection theory and techniques.

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:

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 is required.

Completion of course requirements for the California Board of Fire Services certification as a Fire Inspector I and II, Plans Examiner, Fire Investigator and California Underground Storage Tank Inspector Certification is desirable.

Experience:

Three years of experience, including fire prevention, hazardous materials, and fire investigation to demonstrate possession of the knowledge, skills, and abilities listed above.

Certifications/Licenses:

Possession of a California State Arrest PC 832 Certificate.

Possession of a valid California Class C driver's license.

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

Established: 8/2/2021

Resolution #: 2021 – 128 N.C.S.

Department: Fire

FLSA Status: Non-exempt