

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT FIRE MARSHAL

DEPARTMENT: FIRE

BASIC FUNCTION:

Under general direction by the Fire Marshal, plans, directs and coordinates the inspection activities and operations of the Fire Prevention Division and will oversee day-to-day operations. Incumbent shall perform the most advanced and complex technical work in areas of fire protection, prevention, and education programs; conduct fire inspections of highly technical and hazardous occupancies and in new construction; enforce building, fire and municipal codes and nationally recognized standards; conduct plan review of industrial, commercial and special hazard occupancies and fire protection systems and equipment; meet and confer with developers at conceptual stages of new projects; provide fire safety inspection training to engine company staff and conduct fire and life safety education programs for the public; and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level in the fire prevention series reporting to the Fire Marshal. The Assistant Fire Marshal duties fall primarily within the scope of fire prevention and is distinguished from the Senior Fire Inspector/Investigator by its supervisory responsibilities. The Assistant Fire Marshal is distinguished from the Fire Marshal, which has managerial responsibility for the overall operations for the Fire Prevention Division.

KEY RESPONSIBILITIES:

These are representative duties. Emphasis on certain duties will vary depending upon the job assignment.

Supervise employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.

Serve as a liaison with other section managers, partner jurisdictions, the general public, and/or other interested parties.

Conduct quality control of operations.

Write technical guidelines, bulletins, and interpretations.

Coordinate staffing, permitting, scheduling, and other similar activities related to the periodic inspection program and special events.

Enforce ordinances of the Carlsbad jurisdiction related to: the prevention of fires, the storage, use and handling of explosive, flammable, combustible, toxic, corrosive and other gaseous, solid and liquid materials; proper installation and maintenance of automatic, manual and other private fire alarm systems and fire-extinguishing equipment; monitoring hazard abatement on vacant land, in buildings, and other property, including buildings under construction.

Consult with developers, engineers, architects, contractors, other departments and agencies, local businesses and the industrial community, care facilities, school districts, seniors, homeowners and others concerning fire and hazard prevention problems and requirements.

Explain and interpret requirements and restrictions as mandated by state, local and nationally recognized standards.

Conduct plan review of industrial, commercial and special hazard occupancies, water improvements, fire protection systems, hazardous material storage and use, and high- piled storage, to ensure compliance with fire and safety codes.

Review alternate materials and methods of construction for compliance with existing codes.

Conduct plan review and perform fire prevention inspections for special events requiring unique or safety sensitive concerns, such as, dealing with large crowds, temporary facilities or pyrotechnics.

Conduct annual inspections in hazardous and complex industrial and commercial occupancies, schools and city buildings.

Coordinate inspection activities with city departments and public agencies; provide resources to engine company personnel in support of routine safety inspections as required.

Provide technical training for fire department staff and engine company personnel; prepare training materials and train suppression and part-time staff on code enforcement, community education programs, and other related topics.

Develop and conduct public education programs related to fire prevention, disaster preparedness, fire safety and juvenile diversion; conduct special events, such as Open House; present programs to County committees and civic groups as assigned.

Assist in development of department policies as they relate to fire prevention; research information, interpret new and current regulations, recommend and prepare new/revised policies and procedures for Fire Marshal's review.

Develop and coordinate hazard abatement programs and related activities; oversee weed abatement activities; prepare contracts for weed abatement, monitor contractor performance and expenditures within budget guidelines as necessary.

Receive, investigate and resolve complaints related to conditions hazardous to life or property; respond to requests related to on-site hazards; provide a variety of information related to city policies and fire department procedures; refer inquiries to individuals or outside agencies as appropriate.

As directed, respond to fire scenes to conduct and supervise in the investigation of the cause and origin of fires and assist first responders at emergency incidents.

Maintain records and prepare departmental reports, including special reports as assigned, i.e., weed abatement, special projects, inspection complaints, juvenile fire setter activities, etc.

Attend and represent the Fire Department at meetings, seminars and training classes related to code applications and development, fire protection systems and equipment, inspection and plan review practices.

Develop and coordinate Juvenile Fire Setter Intervention Program.

Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Supervisory principles
- Principles and practices of staff development and progressive discipline
- International Building and Fire Codes.
- State and local fire codes and ordinances enforceable by the city. Nationally recognized fire protection and safety standards. Principles and techniques of fire inspection work.
- Educational methodology as it relates to fire safety education.
- Proper methods and procedures involved with inspection of residential, commercial and other facilities or property for fire prevention
- Principles and practices of training and providing work direction.
- Principles and practices of effective customer service.
- Basic computer skills.

Ability to:

- Oversee, direct and coordinate the work of subordinate staff; select, supervise, train and evaluate staff
- Apply technical knowledge and follow proper inspection techniques to examine new construction for proper workmanship, installation, and materials.
- Detect deviations from plans, regulations, and standard construction/fire protection practices.
- Read, interpret and explain building plans, fire protection system plans, fire building codes, and technical reports.
- Interface with Federal and State agencies to determine environmental impact of fire protection programs and requirements.
- Provide necessary oversight for fire prevention inspection and education programs of the department.
- Maintain cooperative working relationships with building and business owners, contractors and the general public.
- Enforce regulations with firmness and tact.
- Speak before groups in educational and training programs.
- Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION:

Associate degree and four years of progressively responsible experience related to hazardous materials, plan review, and/or inspection experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

BS or BA and experience in fire protection engineering, public administration or supervision is desirable.

SPECIAL REQUIREMENTS:

Possession of a valid California Class C Driver's License

Penal Code 832 Certification

Possession of Plan Examiner and Fire Marshal Certifications from the California State Fire Marshal's office is desirable.

Within two years of promotion or employment, shall have completed State Fire Training (SFT) Fire Investigation 1A, 1B, & 1C. SFT Fire Investigator Task Book shall be completed within five years of promotion or employment.

ENVIRONMENTAL CONDITIONS AND PHYSICAL STANDARDS:

Requires performing duties both indoors and outdoors, in all types of weather exposure. Incumbents must be able to stand, sit, walk, crouch, stoop, squat, twist, and climb ladders; to perform duties in areas of unstable footing, on roofs, in attics, in basements, in crawl spaces, at or near ceilings of tall buildings, and in confined spaces, and in areas where they will be exposed to unpleasant conditions. Requires exposure to areas containing fire hazards, and hazardous materials in controlled use or in storage. Incumbents must be able to drive to inspection and meeting sites during the course of work.

DATE APPROVED: March 20, 2023