

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: FIRE MARSHAL**

**DEPARTMENT: FIRE**

**BASIC FUNCTION:**

Under direction, to perform responsible management, technical and administrative work in managing the Fire Protection Services Bureau; to provide responsible and technical staff assistance to the Fire Chief; and to perform other administrative duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This position's primary responsibility is to manage the activities of inspection, plan review, enforcement, investigation, public education and related programs relative to fire protection services. This position is also a member of the Fire Department management team.

**KEY RESPONSIBILITIES:**

Serve as the manager of the Fire Protection Services Bureau, responsibilities include but are not limited to: fire inspection, plan review, enforcement and fire investigation, public education programs and administrative responsibilities, such as division budget, maintenance of records, contracts and other related materials.

Supervise staff in all areas of personnel including, providing technical support; training and career development; conducting performance evaluations; and recommending selection, disciplinary and termination actions for bureau staff.

Plan, direct and coordinate enforcement of federal, state and local laws, codes and ordinances covering fire safety. Recommend amendments to codes, policies and standards as necessary.

Develop and implement methods, techniques, and program improvements, including recommending new and revised programs and procedures; establishing program priorities and tracking program progress.

Manage the department's fire investigation program, direct staff in the investigation of fires to determine cause and origin and coordinate investigative activities with appropriate law enforcement agencies.

Provide technical information and fire protection assistance to architects, developers, contractors, engineers, and property owners.

Provide training to engine company staff and coordinate engine company inspection program.

Manage and coordinate the department's public education program, including special events, and school, business and community-based programs.

Establish and participate in city/department committees and/or chairs committee meetings. Provide liaison with other agencies and Fire Service organizations. Make public presentations before civic, business, and educational groups as assigned.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

- Principles and practices of organization, administration, and personnel management.
- Principles, practices, techniques and procedures related to fire inspection, plan review, enforcement and fire investigation.
- Applicable federal, state and local ordinances, laws, rules and regulations, codes and standards.
- Building materials and construction methods.
- Basic microcomputer systems and applications related to database management, spreadsheet analysis.

#### **Ability to:**

- Plan and develop effective goals, objectives, policies, and procedures.
- Interpret and administer departmental policy in the areas of fire protection planning, community development related issues, fire inspection, plan review, enforcement and fire investigation.
- Establish and maintain effective public relations.
- Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of the bureau.
- Make decisions in accordance with laws, ordinances, rules and regulations, policies and procedures. Solve problems and negotiate disputes.
- Make presentations to groups and represent the Fire Service.
- Communicate effectively both orally and in writing.
- Work well under pressure to meet deadlines.

### **EDUCATION AND EXPERIENCE:**

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

Equivalent to an associate's degree from an accredited college or university with a major in fire science or fire administration, and five years of increasingly responsible experience in municipal fire protection or similar organization, must include supervisory experience and/or demonstrated leadership accomplishments.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate valid California Driver's License.

Penal Code 832 certification. State Board of Fire Services Chief Officer Certification is desirable.

Completion of coursework equivalent to CA Fire Prevention Officer III including related prerequisites is a condition of employment and must be completed within the first year of employment or as determined by the Fire Chief.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

See well enough to drive vehicles, read small print on documents and maps; detect subtle shades of color; hear and speak well enough to communicate over the telephone; meet requirements for wearing safety equipment; use of fingers and hands to write, operate equipment, drive a vehicle, operate a computer keyboard; stamina to perform administrative functions and meet physical and mental demands during an extended emergency.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret maps and plans, narrative and numeric information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, the public and others encountered in the course of work.

Incumbents must be on-call and respond to emergencies; attend meetings, seminars, conferences, and schools during or after normal work hours; travel out of town or out of state for several days at a time; wear a uniform when appropriate; work under adverse conditions such as those inherent in emergency situations.

This is an at-will management classification.

DATE APPROVED: June 3, 2002