

City of South San Francisco  
Human Resources Department

**Fire Marshal**  
Class Description

**Definition**

Under general direction, designs, administers, implements, and coordinates a comprehensive fire prevention and fire inspection program; reviews and checks building plans and specifications; enforces the fire code and related state and local codes and ordinances; conducts field inspections for compliance with the fire code, related state and local codes and ordinances; investigates incidents for cause and origin of fire; performs highly complex fire building inspections; supervises, evaluates, and trains staff; and does related work as assigned.

**Distinguishing Characteristics**

This single-position safety classification generally is responsible for fire safety. Duties include directing the day-to-day supervision of fire education, code enforcement, or fire inspection staff, providing technical expertise related to fire code, engineering, plan check, and fire inspection and investigation techniques and procedures; supervising the plan checking of industrial, commercial, and multi-family residential structures, including Title 24 Regulations; performing the more difficult and complex fire-related inspections.

**Typical and Important Duties**

1. Develops, coordinates, maintains, and supervises all fire prevention and code enforcement programs by establishing procedures, assigning work, conducting training, and evaluating staff; interprets, applies, and ensures compliance with all applicable fire-related codes, ordinances, and regulations.
2. Provides information to the public, contractors, and architects; interprets fire code requirements for builders, subcontractors, designers, owners, and members of the general public.
3. Checks, reviews for understanding, and ensures compliance with procedures and guidelines established.
4. Meets with engineers, architects, contractors, business community, property owners, and the public to discuss and interpret codes, ordinances, and division policies, and resolves disputes and problems.
5. Investigates fire and code enforcement complaints and violations received from others, including City departments and divisions, contractors, business and property owners, and the public; investigates violations of fire-related codes and ordinances.
6. Conducts field inspections to ensure compliance with state and local fire and code enforcement laws and ordinances; coordinates field and site investigations and inspections for compliance with conditions imposed by the Planning Commission and/or City Council.
7. Conducts fire-related plan review functions with plan review consultants and other departments/divisions.

8. Reviews plan check for industrial, commercial, public, and residential structures and buildings for compliance with fire-related codes and ordinances in residential, business, or public buildings to ensure compliance with applicable fire-related building, electric, mechanical, fire, and safety codes, safety orders, ordinances, and regulations.
9. Interprets code requirements for builders, subcontractors, designers, owners, and the public; resolves disagreements and problems concerning inspections and code compliance.
10. Issues violation notices and/or citation notices in the enforcement of fire-related ordinances and codes; exercises powers of arrest in accordance with the Municipal Code and Penal Code Section 836.5.
11. Reviews new construction projects for compliance with applicable codes and ordinances.
12. Writes a variety of reports and conducts a range of simple to complex analyses.
13. Attends Planning Commission, City Council meetings, or other meetings as necessary.
14. Provides technical assistance in the investigation of complaints related to fire and code enforcement matters.
15. Coordinates and supervises the investigation of emergency incidents to determine causes and origins; may serve as a member of the County Fire Investigation Unit.
16. Reviews fire incident report review to ensure compliance with State guidelines and procedures.
17. Represents the City at professional and technical meetings; providing comments and analysis concerning new and revised codes and standards.
18. Resolves highly sensitive and politically sensitive disagreements and problems concerning fire inspections and compliance.
19. Reviews and assesses codes and ordinances, and makes recommendations for change.
20. Manages the department's engine company fire inspection program.
21. Coordinates the preparation, training, and implementation of the adoption of new and/or revised codes, standards, ordinances, or other regulations application to fire prevention and code enforcement.
22. Coordinates and supervises hazardous material activities, including data collection.
23. Operates a variety of machines and equipment, such as automobile, camera, measuring tape and wheel, calculator, investigative and drafting equipment, and computers and related applications.
24. Provides fire inspection and fire investigation training.
25. Establishes divisional goals and priorities.
26. Performs all other duties, as assigned.

### **Job-related Qualifications**

Knowledge of:

- Federal, state, and local codes, ordinances, and regulations relation to fire prevention and code enforcement.
- Fire prevention and code enforcement methods, practices, programs, equipment, and techniques.
- Principles, practices, and techniques of fire investigation, prevention, and protection.

- State and municipal codes, ordinances, and regulations relating to construction, electrical, mechanical, fire, heating, and gas installations.
- Principles, practices, and techniques of training, including adult learning concepts.
- Principles of management, supervision, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Principles and techniques of effective customer service.
- Principles, practices, and techniques of modern management and supervision.
- Principles and practices of project management, administrative analysis, and report preparation.
- Investigation methods, procedures, and equipment.
- Inspection and plan check methods and procedures.
- Internal functioning of City government and community needs.
- Fire-related building construction materials and accepted safety standards.
- Standard office practices and procedures, including automated records management.
- Computer applications related to program areas, including word processing, spreadsheet, presentations, and database applications.
- Techniques for dealing with City staff, representatives of other agencies, organizations, and the public, and resolving problems tactfully and effectively.

Ability to:

- Analyze, interpret, and accurately check building plans and specifications for compliance with fire codes, ordinances, and regulations.
- Understand and comply with federal, state, local, City, and departmental rules and regulations.
- Perform complex fire-related inspections.
- Acquire a thorough knowledge of applicable City policies and department procedures and apply that knowledge.
- Analyze, interpret, apply, and explain fire prevention, code enforcement, and laws, codes, and regulations.
- Review plan check drawings and specifications, recognizing fire and safety standards.
- Investigate fire scenes and determine causes and origins of fire; investigate other incident scenes to determine cause of incident.
- Understand and comply with federal, state, local, City, departmental, and divisional rules and regulations.
- Effectively supervise, direct, assign, and evaluate the work of staff.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare clear, concise, and comprehensive oral and written reports.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.

- Organize own work; set priorities; meet critical deadlines; and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues; promote and demonstrate a high level of customer service.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others, and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a standard computer with speed and accuracy sufficient to perform assigned work.
- Taking own notes and accurately transcribing them.
- Resolving problems related to technical issues.

### **Experience and Training**

Any combination of 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:

Five years of progressively more responsible professional experience in fire protection, design review, or code enforcement with at least two of those years in a supervisory capacity.

Training:

A bachelor's degree from an accredited college or university with major coursework in civil or structural engineering, fire science, fire prevention or protection, or a closely related field, and satisfactory completion of any three of the following State of California Board of Fire Services courses or equivalent fire prevention-related courses.

- Fire Prevention 1A
- Fire Prevention 1B
- Fire Prevention 2A
- Fire Prevention 2B
- Fire Investigation 1A
- Fire Investigation 1B
- Fire Investigation 2A
- Fire Investigation 2B
- Management 2E

## **Licenses and Certificates**

The following must be maintained as a condition of employment.

- Possession of, or the ability to obtain within the probationary period, an appropriate California Driver's license and a satisfactory driving record.
- Possession of Section 832 Penal Code, State of California – non-firearm Certification must be obtained within one year from date of appointment.
- Possession of a Fire Prevention Officer II certificate, State Fire Marshal.

## **Special Requirements**

Essential duties require the following physical skills and work environment:

### **Physical Skills:**

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; walk on rooftops; lift and carry 35 pounds; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

### **Work Environment:**

Work in standard office environment or field setting; exposure to cold, heat, noise, outdoors, vibration, confined workspace, chemicals, explosive materials, vibration, mechanical hazards, electrical hazards, traffic, and work in attics and crawlspaces; walk on pitched and flat roofs.

### **Ability to:**

Travel to different sites and locations; locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work extended hours or off-shift work for meeting attendance or participation in specific projects or programs, and take call during non-business hours.

## **Additional Information:**

- Approved: October 1995
- Revised Date: October 1995, July 1997, December 2002, June 2003
- Former Titles: Chief Building Official, Chief Building Official/Fire Marshal
- Abolished:
- Bargaining Unit: Public Safety Managers
- DOT: Yes
- Status: Unclassified/exempt
- Job Code: M410