

FIRE MARSHAL**DEFINITION**

Under general direction, the Fire Marshal plans, organizes, directs and assists in the daily activities related to fire code enforcement, plan review, inspections, and fire and life safety education. The Fire Marshal performs a variety of administrative, technical, and supervisory tasks which include managing and providing oversight related to fire prevention activities.

SUPERVISION RECEIVED/EXERCISED

Direction is provided by a Deputy Fire Chief or other superior officers. Responsibilities include supervision of supervisory, professional, technical, and clerical employees.

DISTINGUISHING CHARACTERISTICS

The Fire Marshal class is responsible for fire prevention and fire and life safety education. The Fire Marshal exercises independent judgment and the tasks performed are largely within the discretion of the Fire Marshal, who has considerable latitude in formulation and development of policy and applying rules and regulations.

The Fire Marshal is expected to plan, coordinate and manage division programs and projects. The Fire Marshal is distinguished from the Deputy Fire Chief who has a greater depth of responsibility. This is an unclassified position in which the Fire Marshal serves at the will of the Fire Chief.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Manages and supervises staff to include prioritizing and assigning work; coaching, conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Supervises the daily operations in the division, which includes planning, coordinating, administering, evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public, elected officials and executive management and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Responds to questions and more complex complaints from the public and/or other agencies regarding issues, problems, and concerns; evaluates situations and recommends solutions; coordinates work with other sections, divisions, and/or departments and outside agencies as needed.

Manages and participates in the compilation and maintenance of operational records; initiates, develops, recommends, and oversees the implementation of operational changes to ensure compliance with established policies, procedures, standards, and/or regulations to ensure effective and efficient operations; recommends and initiates improved work methods and procedures.

Represents the City, Fire Department, and/or division at a variety of meetings, advisory groups, committees, agencies, councils, and/or other related groups.

Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.

Responsible for preparing, forecasting, and administering assigned budget, which may include capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Reviews, evaluates, implements, and updates fire and life safety programs, policies and procedures for effectiveness, and develops strategies to provide continuous improvement.

Directs, oversees, and participates in the enforcement and interpretation of complex Federal, State, and local fire codes, ordinances, and standards (e.g., IFC, NFPA, Titles 19 & 24).

Directs, oversees, and participates in the technical review of construction plans and specifications for industrial, commercial, and multi-family residential structures, including fire protection systems (sprinklers, alarms) and other life safety elements.

Performs other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public sector management, including supervision, and performance evaluation.

Principles and practices of budget and contract administration, and financial management.

Laws, rules and regulations related to fire control and fire prevention.

Principles and practices of program and project management.

Contemporary training methods, principles, and procedures.

Principles, practices and techniques of planning, research and development.

Comprehensive knowledge of California specific and nationally recognized fire and building codes and standards (e.g., CFC, NFPA) and related laws and ordinances.

Fire protection engineering principles, fire suppression systems, and life safety features in building construction.

Federal, state and local regulations regarding the storage, handling, and disposal of hazardous materials.

Computer processes, procedures, and applications.

Skill/Ability to:

Communicate clearly, concisely, and effectively, both orally and in writing.

Establish and maintain effective working relationships with a wide variety of people, including staff, elected officials, developers, architects, and the general public.

Work independently, exercise sound judgment, and maintain composure in stressful situations.

Plan, train, and supervise the work of others.

Read and interpret plans, specifications, blueprints, maps, applicable laws, ordinances, policies, procedures, rules, regulations, and related information.

Work effectively with staff, building owners and tenants, contractors, public groups, and representatives of other agencies.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Interpret complex governmental regulations, form accurate conclusions and implement appropriate courses of action.

Analyze problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

Make effective presentations to a variety of groups.

Provide active leadership in accomplishing the division goals and objectives.

Plan, direct, and effectively manage the work of supervisory, professional, technical and clerical staff.

Analyze highly complex technical situations, draw logical conclusions, and develop effective solutions and policy recommendations.

Accurately and consistently apply, interpret, and enforce complex technical fire and life safety codes, resolving disputes with firmness and tact.

Expertly review, analyze, and verify complex construction plans and specifications.

Conduct strategic planning and implement division programs.

Operate modern office equipment including computer equipment and associated software.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Experience:

Five (5) years of professional experience in prevention, code enforcement, inspection, personnel, education and training, or plan review with a fire department and three (3) years of supervisory experience.

Education:

Possession of a bachelor's degree from an accredited college or university.

Licenses:

Possession and continued maintenance of a valid California Driver's License is required during the entire term of employment as Fire Marshal.

Certification:

Possession of a valid California State Fire Marshal's Office Fire Marshal Certificate.

OR

Completion of the required courses to obtain a California State Fire Marshal's Office Fire Marshal certification under the 2024 requirements.

Desirable Qualifications:

Master's Degree from an accredited college or university in a related field.

Possession of a valid National Fire Academy Executive Fire Officer Program Certificate.

Possession of a valid National Fire Academy Fire Certified Fire Protection Specialist Certificate.

Special Requirements:

Eligible external candidates certified to the Fire Department for consideration must successfully complete the Fire Chief's interview, a Department determined examination such as a polygraph or Computer Voice Stress Analyzer (CVSA) examination, and extensive background investigation.

APPROVED: _____
Director of Personnel Services

DATE: 7/27/2026