

LEGEND:

Additions

Deletions

Approved May, 2017

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL I**  
**(372)**

**EDUCATION AND EXPERIENCE:**

**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Science, Geology, Biology, or approved related field.

**Desirable Qualifications:**

- Experience in enforcement of the Fire, Building, or Environmental Regulations is desirable.
- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within six (6) months of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Code Council (ICC) Fire Inspector I within twelve (12) months of appointment.
- **Completion of** California State Fire Training Fire Inspector I **certification coursework** within twelve (12) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within twelve (12) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within twelve (12) months of appointment.
- **Completion of** California State Fire Training Fire **Investigator Investigations I Certification coursework** within twenty-four **(24)** months **(24)** of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the sworn Deputy Fire Marshal series. Under direct supervision, the Deputy Fire Marshal I performs field and office work in fire prevention and/or hazardous materials programs performing inspection and plan review services related to hazardous materials and fire and life safety.

## **DEPUTY FIRE MARSHAL I (continued)**

### **TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

Under supervision:

- Conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepares reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- May conduct comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- May be required to give expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspects facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plan, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interprets laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigations into illegal dumping and unauthorized releases of hazardous materials/waste
- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Chemicals and their potential hazard individually and in combination with other chemicals
- Transportation, processing, storage and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management

## **DEPUTY FIRE MARSHAL I (continued)**

- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, State, and Federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Research techniques, methods, procedures, and reporting

### **Ability to:**

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under technical supervision of the Deputy Fire Marshal III, Assistant Fire Marshal or Fire Marshal.

### **SUPERVISION EXERCISED**

None.

### **OTHER REQUIREMENTS**

## **DEPUTY FIRE MARSHAL I (continued)**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL I**  
**(372)**

**EDUCATION AND EXPERIENCE:**

**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Science, Geology, Biology, or approved related field.

**Desirable Qualifications:**

- Experience in enforcement of the Fire, Building, or Environmental Regulations is desirable.
- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within six (6) months of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Code Council (ICC) Fire Inspector I within twelve (12) months of appointment.
- Completion of California State Fire Training Fire Inspector I coursework within twelve (12) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within twelve (12) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within twelve (12) months of appointment.
- Completion of California State Fire Training Fire Investigator coursework within twenty-four (24) months of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the sworn Deputy Fire Marshal series. Under direct supervision, the Deputy Fire Marshal I performs field and office work in fire prevention and/or hazardous materials programs performing inspection and plan review services related to hazardous materials and fire and life safety.

**TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

## **DEPUTY FIRE MARSHAL I (continued)**

Under supervision:

- Conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepares reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- May conduct comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- May be required to give expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspects facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plan, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interprets laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigations into illegal dumping and unauthorized releases of hazardous materials/waste
- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Chemicals and their potential hazard individually and in combination with other chemicals
- Transportation, processing, storage and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management
- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems

## **DEPUTY FIRE MARSHAL I (continued)**

- Local, State, and Federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Research techniques, methods, procedures, and reporting

### **Ability to:**

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under technical supervision of the Deputy Fire Marshal III, Assistant Fire Marshal or Fire Marshal.

### **SUPERVISION EXERCISED**

None.

### **OTHER REQUIREMENTS**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.

## **DEPUTY FIRE MARSHAL I (continued)**

- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.



LEGEND:

Additions

Deletions

Approved May, 2017

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL II**  
**(373)**

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Science, Biology, Geology, or approved related field; and
- Three (3) years recent experience in enforcement of the Fire, Building, or Environmental Regulations.

**Desirable Qualifications:**

- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- **Completion** of California State Fire Training Fire ~~Investigations~~ **Inspector I Certification** ~~coursework~~, **or equivalent**, at the time of application.
- Possession of the International Code Council (ICC) Fire Inspector I at the time of application.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within six (6) month of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within six (6) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within six (6) months of appointment.
- International Code Council Fire Inspector II within twelve ~~within~~ (12) months of appointment.
- **Completion** of California State Fire Training Fire ~~Investigation 2A, 2B classes within twelve~~ **(12) Investigator coursework completed within eighteen (18)** months of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

## **DEPUTY FIRE MARSHAL II (continued)**

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the sworn Deputy Fire Marshal series. Under limited supervision, the Deputy Fire Marshal II performs field and office work in fire prevention and/or hazardous materials programs performing inspection and plan review services related to hazardous materials and fire and life safety. The incumbent will perform enforcement activities, including inspection and plan review services related to hazardous materials and fire and life safety.

### **TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

- Conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepares reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- Conducts comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- Gives expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspect facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plan, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interpret laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigations into illegal dumping and unauthorized releases of hazardous materials/waste
- May be assigned to assist with emergency operations
- Performs other duties as assigned

## **DEPUTY FIRE MARSHAL II (continued)**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

- Chemicals and their potential hazard individually, and in combination with other chemicals
- Transportation, processing, storage, and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management
- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, State, and Federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods, procedures, and reporting

#### **Ability to:**

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public, co-workers, and subordinates in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Plan, assign, supervise and review the work of fire department staff, as assigned
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

## **DEPUTY FIRE MARSHAL II (continued)**

### **SUPERVISION RECEIVED**

Works under technical supervision of the Deputy Fire Marshal III, Assistant Fire Marshal or Fire Marshal.

### **SUPERVISION EXERCISED**

May supervise staff assigned to work in the Fire Prevention and Hazardous Materials Divisions or under any of his/her areas of responsibility.

### **OTHER REQUIREMENTS**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL II**  
(373)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Science, Biology, Geology, or approved related field; and
- Three (3) years recent experience in enforcement of the Fire, Building, or Environmental Regulations.

Desirable Qualifications:

- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California State Fire Training Fire Inspector I coursework, or equivalent, at the time of application.
- Possession of the International Code Council (ICC) Fire Inspector I at the time of application.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer within six (6) month of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within six (6) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within six (6) months of appointment.
- International Code Council Fire Inspector II within twelve (12) months of appointment.
- Completion of California State Fire Training Fire Investigator coursework completed within eighteen (18) months of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the sworn Deputy Fire Marshal series. Under limited supervision, the Deputy Fire Marshal II performs field and office work in fire prevention and/or hazardous materials programs performing inspection and plan review services related to hazardous materials and fire and life safety. The incumbent will perform enforcement activities,

## **DEPUTY FIRE MARSHAL II (continued)**

including inspection and plan review services related to hazardous materials and fire and life safety.

### **TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

- Conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepares reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- Conducts comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- Gives expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspect facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plan, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interpret laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigations into illegal dumping and unauthorized releases of hazardous materials/waste
- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Chemicals and their potential hazard individually, and in combination with other chemicals
- Transportation, processing, storage, and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management

## **DEPUTY FIRE MARSHAL II (continued)**

- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, State, and Federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods, procedures, and reporting

### **Ability to:**

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public, co-workers, and subordinates in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Plan, assign, supervise and review the work of fire department staff, as assigned
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

### **SUPERVISION RECEIVED**

Works under technical supervision of the Deputy Fire Marshal III, Assistant Fire Marshal or Fire Marshal.

## **DEPUTY FIRE MARSHAL II (continued)**

### **SUPERVISION EXERCISED**

May supervise staff assigned to work in the Fire Prevention and Hazardous Materials Divisions or under any of his/her areas of responsibility.

### **OTHER REQUIREMENTS**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.



LEGEND:

Additions

Deletions

Approved May, 2017

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**DEPUTY FIRE MARSHAL III**  
**(374)**

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Health, Biology, or approved related field; and
- Six (6) years recent experience in enforcement of the Fire, Building, or Environmental Regulations.

Desirable Qualifications:

- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.
- Supervisory or management experience is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer at the time of application.
- **Completion** of California State Fire Training Fire ~~Investigations I Certification~~ **Investigator coursework, or equivalent,** at the time of application.
- **Completion** of California State Fire Training Fire Inspector I and II ~~certification~~ **coursework, or equivalent,** at the time of application.
- **International Code Council (ICC) Fire Inspector II within six (6) months of appointment.**
- California Aboveground Petroleum Storage Tank (APSA) Certification ~~at the time of application~~ **within six (6) months of appointment.**
- International Code Council (ICC) California Underground Storage Tank Inspector Certification ~~at the time of application~~ **within six (6) months of appointment.**
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Association of Arson Investigators Fire Investigator Technician Certification within twelve (12) months **of appointment.**
- International Code Council (ICC) Plan Examiner Certification ~~at the time of application~~ **within twelve (12) months of appointment.**
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

## **DEPUTY FIRE MARSHAL III (continued)**

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the sworn Deputy Fire Marshal series providing general supervision of staff. An incumbent in this classification at times exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Assistant Fire Marshal and Fire Marshal.

### **TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

- Assists the Fire Marshal and Assistant Fire Marshal in the management of the Fire Prevention and Hazardous Materials Division
- Provides oversight and conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Provides oversight and conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Provides oversight and assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Reviews and prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepare reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspects facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plans, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Reviews and conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interprets laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigation into illegal dumping and unauthorized release of hazardous materials/waste
- Gives expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Supervises, and conducts comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Manages Weed Abatement program

### **DEPUTY FIRE MARSHAL III (continued)**

- May be assigned to assist with emergency operations
- Performs other duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Chemicals and their potential hazard individually, and in combination with other chemicals
- Transportation, processing, storage, and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management
- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, state, and federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods, procedures, and reporting

##### **Ability to:**

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze, and present data clearly
- Interpret and present findings in a clear, concise written form, including the creation and use of tables, charts, and graphics to summarize results
- Exercise independent judgment and initiative; analyze situations and make appropriate recommendations
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Communicate effectively, both orally and in writing, using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Plan, assign, supervise and review the work of fire department staff
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations

### **DEPUTY FIRE MARSHAL III (continued)**

- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds as necessary to perform assigned duties

#### **SUPERVISION RECEIVED**

Works under technical supervision of the Fire Marshal or Assistant Fire Marshal.

#### **SUPERVISION EXERCISED**

Supervises staff assigned to work in the Fire Prevention and Hazardous Materials Divisions or under any of his/her areas of responsibility.

#### **OTHER REQUIREMENTS**

- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening.
- Must be able to perform all the essential functions of the job assignment.

#### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

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**DEPUTY FIRE MARSHAL III**  
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**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree in Engineering, Fire Science, Chemistry, Environmental Health, Biology, or approved related field; and
- Six (6) years recent experience in enforcement of the Fire, Building, or Environmental Regulations.

Desirable Qualifications:

- Experience as a Federal, State, or local agency fire or hazardous materials inspector is desirable.
- Supervisory or management experience is desirable.

**LICENSES AND/OR CERTIFICATES**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Completion of California Penal Code Section 832 training course and be qualified as a Peace Officer at the time of application.
- Completion of California State Fire Training Fire Investigator coursework, or equivalent, at the time of application.
- Completion of California State Fire Training Fire Inspector I and II coursework, or equivalent, at the time of application.
- International Code Council (ICC) Fire Inspector II within six (6) months of appointment.
- California Aboveground Petroleum Storage Tank (APSA) Certification within six (6) months of appointment.
- International Code Council (ICC) California Underground Storage Tank Inspector Certification within six (6) months of appointment.
- 40-Hour Hazardous Waste Operations Emergency Response (HAZWOPER) within six (6) months of appointment.
- International Association of Arson Investigators Fire Investigator Technician Certification within twelve (12) months of appointment.
- International Code Council (ICC) Plan Examiner Certification within twelve (12) months of appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the sworn Deputy Fire Marshal series providing general supervision of staff. An incumbent in this classification at times exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency

## **DEPUTY FIRE MARSHAL III (continued)**

operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Assistant Fire Marshal and Fire Marshal.

### **TYPICAL DUTIES:**

Duties may include, but are not limited to, the following:

- Assists the Fire Marshal and Assistant Fire Marshal in the management of the Fire Prevention and Hazardous Materials Division
- Provides oversight and conducts inspections, interprets regulations and ordinances, and conducts enforcement for all occupancies for compliance related code and standards
- Provides oversight and conducts inspections and witness acceptance tests for fire protection systems including fire sprinklers, fire alarms, extinguishing systems, and hydrants
- Provides oversight and assists with the review of construction documents to ensure compliance with applicable regulations, code, and standards
- Reviews and prepares reports based on field notes; issues field orders, citations, and violation notices; conducts informal hearings; prepare reports for prosecution; provides testimony in prosecutorial proceedings; gathers evidence of violations and non-compliance
- Identifies locations of hazardous materials, hazardous waste generators, and onsite hazardous waste treatment units; inspects facilities for underground storage tank systems, hazardous materials/waste storage, use, and handling
- Enforces filing of hazardous materials inventory and emergency response plans, permit applications, financial responsibility and financial assurance notifications, forms and required documents
- Reviews and conducts environmental surveys, field investigations, monitoring programs, data collections, and chemical testing
- Collects samples and specimens for laboratory analysis and interprets laboratory findings
- Inspects users or generators of hazardous materials and wastes to ensure compliance with federal, state and local regulations
- Provides information to the public and employees regarding the storage, use and disposal of hazardous materials, and fire and building code requirements
- Conducts investigation into illegal dumping and unauthorized release of hazardous materials/waste
- Gives expert testimony in court cases involving inspection, enforcement, or investigation proceedings
- Supervises, and conducts comprehensive investigations during various hours of the day into the cause, origin and circumstances surrounding fires, fires of suspicious circumstances, fires involving fatalities, and those resulting in a large dollar loss
- Makes presentations to the public, business groups, students/administrators/ educational institutions, and non-profit professional organizations
- Manages Weed Abatement program
- May be assigned to assist with emergency operations
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

## **DEPUTY FIRE MARSHAL III (continued)**

Knowledge of:

- Chemicals and their potential hazard individually, and in combination with other chemicals
- Transportation, processing, storage, and handling methods of hazardous materials and waste
- Principles and practices of fire prevention and hazardous materials management
- Principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, standpipe systems and related systems
- Local, state, and federal laws, codes, regulations, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods, procedures, and reporting

Ability to:

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
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### **SUPERVISION RECEIVED**

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## **DEPUTY FIRE MARSHAL III (continued)**

### **SUPERVISION EXERCISED**

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