

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**

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