

FIRE MARSHAL / DEPUTY CHIEF – ADMINISTRATION

Definition:

Under general supervision manages, plans, organizes, supervises and directs the activities and operations of the Fire Prevention Divisions of the Fullerton Fire Department and Brea Fire Department to include fire prevention, fire investigation, hazardous materials and public education programs; performs a wide variety of administrative tasks in support of the shared Administrative Division of the two Fire Departments to include budgeting, coordinating department activities and providing staff assistance to the Fire Chief and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following as they relate to both the City of Fullerton and the City of Brea:

Develops, implements and supervises comprehensive fire prevention and inspection programs.

Interprets applicable policies and regulations and recommends changes and revisions to codes and ordinances.

Oversees and participates in the enforcement of local regulations, laws and ordinances which control the safe transportation, processing, use and storage of hazardous materials.

Performs or assigns comprehensive and technical plan checks of proposed projects for the determination of fire safety conditions and needs.

Performs or assigns National Pollution Discharge Elimination System (NPDES) inspections of commercial and industrial facilities.

Coordinates assigned activities with other programs of the Fire Departments and with other City departments/divisions.

Directs and coordinates Fire Department public information and educational programs within the communities.

Proposes, presents and explains programs, projects, operations and services and develops a strategy and work plan for the achievement of program and project goals.

Conducts financial, organizational and operational service delivery studies and makes recommendations to address and resolve service delivery issues.

Represents the Fire Departments before the City Councils and a wide variety of commissions, boards, committees and groups.

Serve as Public Information Officer for the Fire Department in both cities.

Manages, trains, motivates and evaluates assigned staff, recommends and/or implements disciplinary action and participates in staff selection.

Resolves grievances and/or participates in the grievance resolution process.

Prepares, recommends and administers the department budget to include monitoring all expenditures, bills and contracts.

Performs a variety of analyses, studies and special projects and develops and maintains comprehensive logs, files and reports.

Provides staff assistance to the Fire Chief to include grant preparation, contract administration and monitoring the Emergency Operations Centers.

Maintains and updates the Fire Department operations manuals.

Prepares correspondence, comprehensive reports and City Council agenda items.

Responds to emergency incidents including alarms off duty as needed.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and audio visual equipment weighing 30 pounds or less.

Acts in the Fire Chief's absence as assigned.

Class Characteristics:

Fire Marshal / Deputy Chief – Administration is a single incumbent Fire Management class with duties related to managing and directing the operations of the Fire Prevention Division in both the City of Fullerton and the City of Brea.

Contacts and Relationships:

The Fire Marshal / Deputy Chief - Administration has substantial and continuing contact with other Fire Department staff, City officials, staff in other City departments, the media, outside agencies, civic groups and members of the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal government and fire department organization, administration and operations.

Principles, methods and practices of fire loss prevention management.

Basic building construction materials, methods and techniques.

Local, county, state and federal laws and regulations related to the area assigned.

Mechanical, chemical and related characteristics for a wide variety of flammable, explosive and hazardous materials and objects.

Principles, methods and practices of fire suppression.

Municipal budget preparation and administration.

Disaster preparedness requirements and methods.

Effective supervisory techniques to include performance evaluation methods, grievance handling and staff counseling.

Methods of research and analysis.

Computer applications as they relate to area assigned.

Public information/educational programs as they relate to area assigned.

English usage, spelling, grammar and punctuation.

AND

Ability to:

Plan, organize and participate in comprehensive fire prevention and hazardous materials programs in two cities.

Interpret, apply and enforce applicable local, state and federal codes and regulations, City of Fullerton and City of Brea City and Fire department rules, regulations and policies.

Manage and coordinate the work of assigned staff and provide professional leadership and direction.

Supervise, train and evaluate staff.

Recommend and implement goals, objectives and practices for providing effective and efficient fire prevention, fire investigation, hazardous materials and public education program services.

Understand and carry out oral and written instructions independently.

Adhere to multiple deadlines and handle multiple projects.

Establish and maintain effective relationships with those contacted in the course of work.

Exercise self-control and good judgment and assist in operations at the scene of an emergency.

Speak before groups on a variety of topics related to assigned area.

Meet the public with courtesy and tact.

Communicate effectively orally and in writing and prepare a variety of clear and concise reports.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree in Management, Business Administration, Public Administration or a related field from an accredited college or university, supplemented with some completed course work in Fire Science or Fire Administration and specialized training in fire prevention and fire safety systems.

AND

Experience:

Seven years of progressively responsible professional experience in the fire service to include two years of fire prevention/inspection experience and two years of supervisory experience plus some budgetary and administrative experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's and City of Brea's Conflict of Interest Code requires that the Fire Marshal / Deputy Chief – Administration file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate both City's needs and be available for emergency call out.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily in an office environment. Some work is performed on-site and outdoors. When work is performed outdoors there is full exposure to the elements. The incumbent drives a vehicle on City business, sits, stands, walks and may run on slippery and uneven surfaces, kneel, crouch, twist, reach and climb stairs, ladders and inclines, push, pull, drag, grasp, lift and carry items weighing 30 pounds or less. When on-site at an incident the incumbent may be exposed to a hot, smoky or toxic atmosphere close to flames, extreme noise, wet or damp conditions, grease/oil, fumes, solvents, a variety of chemicals, mechanical and electrical hazards, vehicle hazards and vibration. The incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Implemented March 2014