

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Fire Marshal – Sworn	Job Family: VIII
General Classification: Management	Job Grade: 51

Definition: To plan, coordinate, and direct the code enforcement and investigation programs through the Fire and Environmental Protection Division of the Fire Department. To respond to fires, rescues/emergency medical services (EMS), hazardous material events, and conduct fire cause investigation as needed; and to perform related duties as assigned by the Fire Chief.

Distinguishing Characteristics: The Fire Marshal – Sworn reports to the Fire Chief. Directly supervises several positions and provides training and support to other divisions within the Fire Department.

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

1. Supervises all personnel in the Fire and Environmental Protection Division, which includes Environmental Safety and Fire and Building Safety.
2. Develops and coordinates fire inspections assigned to the Suppression Division through their Battalion Chiefs.
3. Prepares, reviews, and evaluates technical reports and correspondence to ensure completeness and accuracy.
4. Hires, trains, assigns, motivates, and evaluates personnel.
5. Maintains a level of physical fitness which meets job requirements.
6. Develops and implements City policies and procedures to effectively enforce State and local codes and ordinances. These policies and procedures will be directed at construction, monitoring, and maintenance standards as well as elements of the required Hazardous Materials Management Plan.
7. Reviews the environmental safety element of construction plan proposals for compliance with ordinances and advises and assists the private industry in an effort to bring them into compliance.
8. Monitors employees' daily activities such as inspections, plan review, and permit processing for completeness, consistency, and accuracy.

Position Title: Fire Marshal – Sworn

Page 2

9. Instructs and educates Firefighters and other City employees as well as private industry safety personnel on proper preventative and emergency response procedures and serves as a technical advisor on incidents as directed by the Fire Chief.
10. Maintains proficiency with all specialty field equipment required during inspections; maintains calibration schedule for all equipment.
11. Responds to fires, rescues, EMS, and hazardous materials emergencies as needed. Serves as Incident Commander leading and managing the control of emergency situations through effective and safe employment of Mountain View and mutual-aid firefighting and adjunct forces.
12. Works with the Hazardous Materials Team to develop safety procedures, equipment and apparatus requirements, and pertinent training programs.
13. Maintains good working relationships with City and County agencies involved in code enforcement to minimize duplication of effort and increase uniformity of requirements.
14. Coordinates inspection and enforcement activities with other City departments/divisions such as the Building Inspection Division, Community Development Department, and Wastewater Division.
15. Maintains computer databases and other tools used for tracking and reporting of workload measures to assure employees are meeting their objectives.
16. Conducts fire cause investigations and all of the required duties to process a fire scene to determine origin, cause, and postinvestigation follow-up, including reporting, documentation, and cooperation/coordination with criminal investigation, including appearance in court to testify as needed.
17. Performs other duties as assigned by the Fire Chief.

Minimum Qualifications:

Knowledge of: Supervisory and management principles and practices; local, State, and Federal regulations dealing with fire prevention, arson, the use and storage of hazardous materials, fire safety and environmental codes; industrial wastes, hazardous materials response procedures, and equipment; chemical principles and their application in identifying and evaluating hazardous chemical situations; emergency incident management and mitigation of fire, rescue, EMS, hazardous material scenes and fire cause investigation and prosecution. Mountain View's

adopted fire prevention, hazardous materials, and toxic gas ordinances and guidelines; permitting procedures; and basic computer skills.

Ability to: Manage the activities of Code Enforcement and investigative personnel; train, motivate, and evaluate professional and clerical staff; maintain accurate records pertaining to investigations, fire and hazardous materials code enforcement; conduct training for fire personnel, City employees, and the public on proper preventative and emergency response procedures; emergency incident management and mitigation of fire, rescue, EMS, hazardous material scenes, and fire cause investigation and prosecution. Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; interpret and apply local, State, and Federal regulations and guidelines governing fire safety and the use and storage of hazardous materials; enforce deadlines and issue citations when appropriate.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Completion of a fire academy and a bachelor's degree in fire administration, fire technology, business administration, public administration, or a related field from an accredited college or university. Six years of broad and increasingly responsible experience in fire suppression and fire cause investigation, including recent experience dealing with fire safety, hazardous materials, or environmental regulations. Experience must include two years at the rank of Fire Captain (equivalent to a company officer) or higher in a municipal or State fire department.

Required Licenses or Certificates: Possession of valid Class C California Driver License at time of appointment. Current or prior certification as an Emergency Medical Technician is required.

Certification as an acting/relief Battalion Chief/Division with emergency response responsibilities and California State Fire Training (SFT) certification in Fire Investigator, Fire Marshal, and Chief Fire Officer certifications are highly desirable.

Position Title: Fire Marshal – Sworn

Page 4

Working Conditions: Required to respond to emergency situations which may require strenuous physical effort; intermittent requirement for unavoidable exposure to unpleasant environment; and exposure to potentially heavy and somewhat unpredictable hazards.

Established:

Revised: June 2019

HRD/CLASS SPECS

Fire Marshal – Sworn