

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy Fire Marshal	Job Family: VIII
General Classification: Front-Line	Job Grade:

Definition: To contribute to fire prevention by ensuring that minimum fire protection standards are met and to work in other fire prevention and investigation areas.

Distinguishing Characteristics: This sworn position reports to the Fire Marshal in the Fire and Environmental Protection Division of the Fire Department. This position is a fully qualified journey-level inspector who assumes responsibilities in Fire Code enforcement, fire investigation and other fire prevention programs.

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

1. Ensures that existing buildings meet and maintain minimum fire protection standards for fire and life safety by inspecting apartment units, health care facilities, schools, day-care facilities, and other high fire and life safety hazard occupancies, to identify and abate hazardous conditions; makes follow-up inspections and provides technical assistance and legal enforcement where necessary to support inspections done by the Suppression Division.
2. Responds to all citizen complaints of hazardous situations and buildings to eliminate hazardous conditions.
3. Prepares professional oral and written inspection reports, business correspondence, memoranda, reports and other related documentation using a computer.
4. Minimizes fire loss by teaching fire prevention and control to increase public fire safety awareness to the greatest possible degree; responding to requests for fire safety education presentations and providing programs for the citizens of Mountain View such as smoke detector programs, fire brigade, and seasonal fire safety programs.
5. Maintains the fire inspection database and keeps information up to date.
6. Provides fire prevention services to the community by providing training sessions for the Suppression Division and fire prevention and control procedures; provides technical assistance to the Suppression Division by answering questions about hazardous processes and fire and life safety hazards.
7. Determines the origin and cause of fires that occur within the City.

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8. May be called upon to provide expert testimony on fire loss, fire investigation and codes, ordinance and regulation enforcement.
9. Work cooperatively with businesses and property owners to eliminate dry grass and weeds on both improved and unimproved parcels within the City to reduce potential fire hazards.
10. Provides technical expertise in developing new programs and solving problems related directly or indirectly to fire prevention by completing special projects and reports as assigned.
11. Maintains a level of physical fitness which meets job requirements.
12. Assists with other related duties as assigned.

Minimum Qualifications:

Knowledge of: Modern fire protection systems; fire chemistry; hazardous materials; building construction; Federal, State and local building fire codes and standards; techniques of fire investigation; and computer software and programs.

Ability to: Recognize hazards as they relate to fire and life safety, hazardous materials storage and use violations; recommend methods for correcting fire hazards; interpret and enforce local, State, and Federal fire and building codes and standards; communicate effectively, both orally and in writing; investigate fires; possess strong customer service and organizational skills; and use of a computer.

Experience and Training Guidelines: Any combination of experience, education and training will qualify if it provides for the required knowledge and abilities.

Training and experience equivalent to the completion of the 12th grade and four years of broad and increasingly responsible experience in Fire Code enforcement and/or fire suppression work or an AA/AS degree in fire science or a related field and three years of increasingly responsible experience in Fire Code enforcement and/or fire suppression work.

Highly desirable:

- A bachelor's degree in fire science or a related field.
- Completion of Fire Investigation 1A, 1B, PC832 laws of arrest, Fire Prevention 1A, 1B, Public Education 1A and a course in report writing.

Required Licenses or Certificates: Valid California Class C driver's license.

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Working Conditions: Requires exposure to environmentally challenging conditions such as excessive smoke, water, etc. Preemployment medical and periodic respiratory examinations shall be required for this classification. This position must be available to work occasional weekends and after-hour events as assigned by the Fire Marshal and is subject to recall after hours for fire investigations.

Established

Revised September 2008

CLASS SPECS

CS023-F^