

<b>Scotts Valley Fire Protection District</b>	<b>Policy: 1716</b>
<b>Subject: Fire Marshal</b>	<b>Adopted: November 9, 2005</b>

**FIRE MARSHAL**

**Job Description**

**REPORTS TO:** Fire Chief

**SUPERVISES:** Fire prevention staff

**BASIC FUNCTION:**

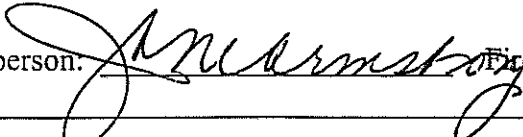
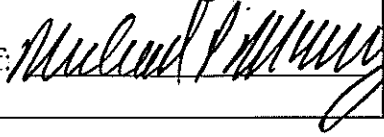
The position of Fire Marshal is a middle management position responsible for the planning, development, implementation, and evaluation of the Fire Prevention Program. This uniformed classification performs independent and responsible work in promoting and insuring fire safety through inspections, education and enforcement.

**KNOWLEDGE OF:**

- Local, State and Federal laws, regulations and ordinances that are applicable.
- Principles, practices, methods and techniques of modern fire protection, fire prevention, and investigation.
- Laws and procedures of arrest, search and seizure.

**ESSENTIAL DUTIES:**

- Manages the Fire Prevention Division.
- Enforces the Fire Code of the Scotts Valley Fire Protection District.
- Conducts code compliance inspections.
- Conducts plan reviews of buildings and facilities to be constructed within the Scotts Valley Fire Protection District to include technical review for code compliance of building systems.
- Conducts fire cause and origin investigations.
- Provides training to line personnel regarding fire prevention systems.
- Maintains accurate reports and records.
- Responds to inquiries regarding the Fire Code and related matters.
- Performs public education at various settings including public speaking.
- Communicate effectively in writing and verbally.

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**ABILITY TO:**

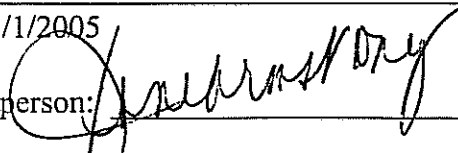

- Accurately interpret, and effectively enforce laws, ordinances, and regulations relating to fire prevention and equipment.
- Compose analysis, reports, standard operating procedures, policies, and ordinances as applicable.
- Identify life safety and fire hazards and implement corrective measures necessary to abate the hazards.
- Communicate requirements, policies and decisions to the public in a courteous and effective manner.
- Effectively plan, organize and manage a comprehensive fire prevention program.
- Investigate fires for cause and origin.
- Maintain physical health, strength, stature and ability to meet the demands of the position.
- Work irregular or protracted hours and to respond promptly to calls as needed.

**PHYSICAL DEMANDS:**

- Operate a computer at a desk or work station.
- Ability to walk and access areas under construction to conduct inspections.
- Ability to stand, sit or walk for extended periods of time.
- Must be able to read detailed fine print and distinguish colors.
- Work is performed in an office as well as in the community. May be exposed to loud noises (alarms, sirens, and radios), inclement and hot weather, as well as smoke and other irritants.
- Work hours are generally a 40 hour work week with an occasional requirement for response after hours to incidents.

**MINIMUM QUALIFICATIONS:**

- Six years of experience in a career full time position in fire prevention and/or suppression.
- Education and experience that provides the knowledge, skills and abilities to perform the job.
- Meets minimum requirements for Deputy Fire Marshal and Inspector per the Career Development Guide (Policy 1505).

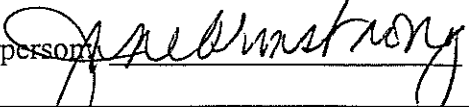
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- Meets minimum requirements for Inspector per the Career Development Guide.
- Completion of Fire Prevention 3A and 3B.
- Completion of Management 1 and in-house training program.

**DESIRED QUALIFICATIONS:**

- Associate Degree in Fire Science.
- Completion of State Certified Chief Officer courses.
- Knowledge of basic computer programs.

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