




Scotts Valley Fire Protection District			
POLICY: 1704 DATE APPROVED: 3/9/2022		SUBJECT: Deputy Fire Marshal Job Description	
BOARD PRESIDENT: 		FIRE CHIEF: 	

Deputy Fire Marshal **Fire Prevention**

Job Description

REPORTS TO: Fire Chief


SUPERVISES: Non-Supervisory Position

BASIC FUNCTION:

The Deputy Fire Marshal, under general supervision of the Fire Chief, performs complex construction and maintenance inspections of buildings and properties to enforce laws, ordinances, codes and regulations under authority of the Fire District; reviews plans and specifications for new buildings and fire protection systems, conducts fire investigations, prepares and presents educational, public fire-safety and prevention programs; performs related duties as required.

PRIMARY DUTIES:

Perform complex code compliance and enforcement inspections of all properties assigned. Work independently in reviewing complex plans for new construction and fire protection systems to determine compliance with applicable codes and standards. Inspect construction of new and existing buildings and fire protection systems for compliance with applicable codes and standards. Maintain a current knowledge of all laws, codes, ordinances, standards enforceable within the District. Triennially review, recommend, prepare and adopt Fire Code amendments and standard revisions. Confer with property owners, contractors, engineers, architects and others on fire protection and prevention requirements and recommendations. Prepare and present educational public fire safety and fire prevention programs within the District. Respond to fires as an overhead resource to conduct or direct investigation as to fire cause/origin and evidence of incendiary and malicious fires. Represent the District before State, County and City agencies and bodies. Investigates complaints of fire hazards and prepares notices to property and business owners. Assist District personnel in the interpretation and enforcement of State and local laws and regulations relating to fire prevention. Prepare reports on findings. Prepare and maintains both conventional and electronic inspection records and reports. Issue citations and perform other duties relative to the corrective action necessary to prevent the reoccurrence of fire related crimes or code violations; appear in court as necessary. Position is subject to periodic duty after normal working hours and in emergencies.

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ABILITY TO:


- Accurately interpret and effectively enforce laws, ordinances, regulations and standards relating to fire prevention and related equipment.
- Identify fire hazards and determine corrective action.
- Effectively communicate to the public, the services and techniques of the Fire District, particularly as it relates to fire prevention.
- Recognize, identify, collect and preserve evidence.
- Understand and carry out verbal and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate conventional and electronic records.
- Work irregular or protracted hours, and to respond promptly to calls as needed.
- Collaborate with partner agencies and organizations for common goals regional solutions
- Supervise administrative and administrative captain positions, as assigned

KNOWLEDGE OF:

- California fire district law
- Principles, practices, methods and techniques of modern fire protection, fire prevention, and investigation.
- Applicable local, State and Federal laws and regulations.
- Laws and procedures of arrest, search and seizure.

MINIMUM QUALIFICATIONS:

- Must meet all requirements for California State Certified Fire Inspector 1 & 2 or equivalent.
- Minimum 5 years prior experience conducting relevant, fire prevention related activities
- Complete California State Fire Training and Education Fire Investigator II coursework (Fire Investigation 2A and 2B) or the Fire Investigator (2017) coursework (Fire Investigation 1A, 1B and 1C) within one year of appointment.
- Must meet employment requirements as outlined in SVFPD Policy 1500.
- Must pass a background check and complete a Live Scan fingerprint.
- Shall pass a medical physical examination as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
- Completion of P.C. 832

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DESIRED QUALIFICATIONS:

- AA or AS Degree in Fire Science, Business Administration, Public Administration or related field.
- BA or BS Degree in Fire Science, Engineering, Business Administration, Public Administration or related field.
- Prior experience preparing, reviewing, assisting, or completing fire code adoption
- Experience in the principles and practices of modern fire prevention, fire safety education program, fire investigation, code enforcement, plan checking, fire protection systems and equipment.