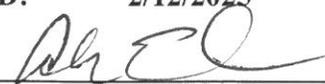


Scotts Valley Fire Protection District	
POLICY: 1716 DATE APPROVED: 2/12/2025 BOARD CHAIR: 	Subject: Fire Marshal Job Description FIRE CHIEF: 

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 and Community Risk Reduction Programs. This uniformed classification performs independent and responsible work in promoting and insuring fire safety and injury reduction 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, and community risk reduction strategies.
- Laws and procedures of arrest, search and seizure.

ESSENTIAL DUTIES:

- Manages the Fire Prevention / Community Risk Reduction 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.

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- Responds to inquiries regarding the Fire Code and related matters.
- Implements programs that reduces known risks within the Scotts Valley Fire Protection District.
- Performs public education at various settings including public speaking.
- Communicate effectively in writing and verbally.

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 injury risks, life safety, and fire hazards, and implement corrective measures necessary to abate the hazards and risks.
- Communicate requirements, policies, and decisions to the public in a courteous and effective manner.
- Effectively plan, organize, and manage comprehensive fire and risk reduction / prevention programs.
- 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.

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MINIMUM QUALIFICATIONS:

- Minimum Qualifications as found in Policy 1500 – Hiring Practices
- 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 Fire Marshal per the Career Development Guide (Policy 1505).

DESIRED QUALIFICATIONS:

- Associate Degree in Fire Science.
- Completion of State Certified Chief Fire Officer courses.
- Knowledge of basic computer programs.
- Previous experience in a similar position in an organization of similar size and complexity.