

FIRE MARSHAL

DEFINITION

To perform responsible management, technical, and administrative work in fire prevention, inspection, hazardous materials investigation and fire suppression activities; and to provide highly responsible and technical staff assistance.

DISTINGUISHING CHARACTERISTICS

This is a staff management level position in the Fire Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Deputy Fire Chief and/or Fire Chief. Responsibilities include the direct and indirect supervision of Staff Fire Captains and other subordinate level personnel.

EXAMPLES OF DUTIES

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

1. Plans, organizes, coordinates, and directs, the work of the Fire Prevention, Hazardous Materials and Investigation section.
2. Develops and directs the implementation of goals, objectives, policies, and work standards using the state of the art in prevention and inspection procedures.
3. Work as part of an overhead team in the suppression of fires and in the control of incidents involving hazardous chemicals and other materials; ascertains the need for and type of equipment necessary to counteract the emergency; makes technical decisions as to the best methods of extinguishing fires and controlling incidents after observing the developing activities and receiving oral reports from command officers.
4. Administers programs such as fire code enforcement, hazardous materials/hazardous waste, public education and fire investigation.
5. Develops and implements supervisory systems, procedures and standards for program evaluation.

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EXAMPLES OF DUTIES (continued)

6. Prepares or directs the preparation of a variety of studies and reports relating to fire prevention, inspection and hazardous materials.
7. Identifies training needs, and recommends how needs can be met.
8. Assists and participates in the preparation and administration of the department budget.
9. Prepares and maintains a variety of records and reports.
10. Administers and enforces Fire Department regulations, personnel rules and memoranda of understanding.
11. Represents the City in the community and at professional meetings as required.
12. Coordinates Fire Department activities with other City departments and divisions, and with outside agencies.
13. Supervises, trains, and evaluates assigned staff.
14. Serves as Acting Deputy Fire Chief or Fire Chief as assigned.
15. Provides administrative support to Deputy Fire Chief or Fire Chief in the areas of labor relations, disaster preparedness, training, program development, budgeting, hazardous material management, and disaster preparedness education.

QUALIFICATIONS

Knowledge and Abilities:

- A. Knowledge of principles and practices of organization, administration, budget and personnel management and training.
- B. Knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

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Knowledge and Abilities (continued):

- C. Knowledge of fire prevention and hazardous materials regulation principles, practices, and procedures.
- D. Knowledge of Federal, State, and local laws, codes and regulations pertaining to fire suppression, prevention, hazardous materials and personnel training.
- E. Knowledge of labor relations practices and procedures.
- F. Knowledge of principles, practices and procedures related to disaster preparedness and emergency education.
- G. Ability to instruct effectively, maintain discipline, stimulate interest and command respect of subordinates.
- H. Ability to analyze, develop and implement solutions essential to the control of fire suppression and hazardous material problems.
- I. Ability to conduct a thorough fact finding investigation and enforce regulations firmly, tactfully, and impartially.
- J. Ability to communicate clearly and concisely, orally and in writing.
- K. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- L. Ability to develop and maintain good employee morale, motivation, discipline and employee relations within the department.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

Four years command experience at a level equivalent to that of Fire Captain or Staff Captain or four years experience working in Fire Prevention with a minimum of two of those years being at a Staff Captain level in the Hayward Fire Department. Period of time spent in an acting capacity in the rank of Fire Captain or Staff Captain may also be applied towards meeting minimum qualifications. However, such credit will be limited to periods of acting time as a Fire Captain or Staff Captain which are thirty (30) consecutive calendar days or longer.

Education:

Equivalent to completion of twelfth grade supplemented by college level courses in Fire Science, Public or Business Administration or related field such as Engineering, Fire Management or Fire Protection. A Bachelor's Degree in related field is desirable.

Accredited Fire Science coursework may be accepted in lieu of experience at the rate of ten (10) semester units for one (1) month experience up to a maximum of 6 months.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License.

PROBATIONARY PERIOD: One Year.

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September 1996

AAP GROUP: 11

FPPC STATUS: Designated

FLSA STATUS: Exempt