

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FIRE MARSHAL

PERSONNEL COMMISSION APPROVAL: OCTOBER 21, 2020
COUNCIL APPROVAL: TBD

JOB CODE: XXXX
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general direction, plans, directs, manages, and coordinates the inspection activities and operations of the Fire Prevention Division within the Fire Department.

SUPERVISION RECEIVED AND EXERCISED:

Reports to: Division Chief/Professional Services

Supervises: Professionals, non-sworn protective services workers, and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn position.

EXAMPLES OF ESSENTIAL DUTIES

- Supervises staff personnel in administering programs and activities of the fire inspection function, including fire prevention inspections of hazardous processes, industrial and commercial occupancies, institutional and public assemblage occupancies, and construction sites
- Directs the management of other programs and activities of the Fire Prevention Division as required
- Oversees code enforcement activities related to environmental management, industrial waste, hazardous materials, and underground and aboveground storage tanks
- Coordinates staffing, permitting, scheduling, and other similar activities related to inspections, and administration of the division
- Oversees fire safety inspections of commercial and industrial facilities
- Ensures compliance with the California Fire Code, city ordinances, state and local, laws and nationally recognized fire prevention standards

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- Evaluates the efficiency and effectiveness of service delivery methods and procedures, including the assessment of workload, administrative and support systems, internal reporting relationships, identification of opportunities for improvement and enhancement in effectiveness and/or efficiency, and review with the Fire Chief on a pre-set regular (i.e., annual, quarterly, or monthly) basis and as needed.
- Serves as the liaison for the Fire Prevention Division with other City departments, divisions and outside agencies, negotiates and resolves significant and controversial issues
- Selects, trains, motivates and evaluates Fire Prevention Division personnel
- Provides or coordinates staff development training, and works with employees to improve and correct deficiencies, or, when necessary, implement discipline up to and including termination proceedings when necessary
- Manages, directs, coordinates, and reviews the work plan for the Fire Prevention Division, and meets with staff to resolve problems; Assigns work activities, projects, and programs, monitors workflow, reviews and evaluates work products, methods and procedures.
- Conducts various fire organizational and operations studies
- Manages implementation of modifications to fire prevention and inspection programs, policies, and procedures as appropriate
- Assists in budget preparation and monitoring including revenue projections; creates goals and objectives for assigned unit
- Directs the installation of software applications in the Fire Prevention Division, and ensures the training of all personnel in computer system uses
- Supervises the data entry activities for the fire department permits program, hazardous materials disclosure program and emergency plans
- Participates on a variety of boards and commissions, attends and participates in professional group meetings, and stay abreast of new trends and innovations in the field of fire prevention and inspection
- Serves as custodian of records for all fire prevention and fire investigation records as well as the billing administrator
- Attends training classes and committees to remain current on changing legislation and requirements
- Coordinates Fire Company Inspection Program and Certified Unified Program Agency (CUPA)
- Assists with administration of Fire Investigation Program
- Supervises plan review staff
- Responds to citizens and local community inquiries, and satisfactorily resolves difficult

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- or complex concerns, issues or complaints
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs related duties and responsibilities as required

The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Policies, principles and practices of fire inspection, code enforcement and plan review
- Pertinent Federal, State, and local laws, codes, and regulations
- Fire and life safety systems
- Principles and practices of municipal budget preparation and public administration
- Principles of supervision, training, and performance evaluation; safety regulations, practices and procedures
- Customer service and conflict resolution techniques

Ability to:

- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff
- Plan, coordinate and oversee program activities, work schedules and projects, and personnel; ensure safety and professional work standards are met
- Read, interpret and implement policies, laws, ordinances, rules and regulations;
- Interpret and apply fire and other related codes
- Establish and maintain effective working relationships with those contacted in the course of work, including various environmental State and local regulatory agencies
- Communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff
- Establish and maintain a fee structure within the parameters of State and local requirements
- Remain informed of current changes in environmental regulations

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- Assist in the preparation and monitoring of the program budget
- Analyze complex issues, develop and evaluate solutions and make recommendations
- Deliver quality customer service

Education:

Bachelor's degree from an accredited college or university in Fire Science, Fire Administration, Fire Protection Engineering, Business, Public Administration, or other related field.

Experience:

Five (5) years' increasingly responsible experience in fire prevention and inspection, including application and compliance with State and local fire and building codes, plan review of fire protection systems, land development, and building construction with one year's supervisory or lead experience.

Certifications/Licenses:

Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment. International Code Council (ICC) Fire Inspector II Certification, State Registered Fire Protection Engineer certifications in building and fire codes, and/or State of California Office of the Fire Marshal Certification as Fire Prevention Officer, Fire Protection Specialist, Plans Examiner, or Fire Marshal preferred. PC 832 training desirable.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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Work is performed indoors and outdoors and includes full exposure to a variety of weather conditions. Work involves exposure to temperature variations, noise, vibrations, fumes, odors and dust. The incumbent uses a cell phone and personal computer and accessories, including a keyboard and related equipment. Work performed involves sitting, standing, walking, climbing, stooping, crouching, twisting, bending, pushing, pulling, reaching, grasping, lifting, moving tools and equipment weighing up to fifty (50) with the use of proper equipment or assistance, and may perform other similar actions during the course of the workday. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Prepared/Revised: August 2020 ta/pa