

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE:** DEPUTY FIRE MARSHAL~~FIRE PROTECTION ANALYST~~

**PERSONNEL COMMISSION APPROVAL:** FEBRUARY 17, 2021~~AUGUST 21, 2019~~  
**COUNCIL APPROVAL:** (REVISED)

DECEMBER, 1985~~NOVEMBER 2, 2020~~

**JOB CODE:** 06110130

**EMPLOYMENT STATUS:** REGULAR FULL-TIME

**UNIT REPRESENTATION:** MEO

**FLSA STATUS:** EXEMPT

**EEOC CODE:** PROFESSIONALS

### JOB SUMMARY

Directs, manages, oversees and assists in the day to day activities of the Fire Prevention Division. Acts as Fire Marshal as needed or assigned. Supervises fire prevention inspectors and may assume responsibility for the division in the absence of the Fire Marshal. Under supervision, analyzes Analyzes plans, data, programs and reports to verify appropriate fire and life safety methods prior to construction, and makes technical inspections after construction to assure compliance with applicable codes and city specification requirements. -

### SUPERVISION RECEIVED AND EXERCISED

Reports to: ~~Division Chief~~/Fire Marshal or as designated

Supervises: ~~May supervise~~Fire prevention staff (Fire Inspector I, Fire Inspector II, Interns, Volunteers) or as designated other fire prevention staff

### DISTINGUISHING CHARACTERISTICS

Deputy Fire Marshal~~Fire Protection Analyst~~ is a civilian job classification within the Fire Department responsible for performing the full range of professional fire protection plan check and inspection duties, supervising staff, and assuming responsibility for the division in the absence of the ~~act as Deputy Fire Marshal as needed or assigned.~~ The Deputy Fire Marshal provides leadership and management within the Fire Prevention Division and performs related duties that support the mission and vision of the organization. -

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### EXAMPLES OF ESSENTIAL DUTIES

- Assumes management responsibility for all services and activities within the Fire Prevention Division, and make decisions on behalf of the Fire Marshal when required or directed.
- Participates with Fire Marshal administrative duties including personnel and labor management, personnel assignments, staffing, strategic planning, budgeting, and record management, as directed.
- Manages and participates in the development and implementation of objectives and key results process; continuously monitors the efficiency and effectiveness of service delivery methods and procedures.
- Participates in internal and external communication, including formal and informal community leaders, community groups, other state and local fire marshal groups, and City of Huntington Beach governmental and management structure; serves as a liaison with other City departments, divisions, and outside agencies.
- Participates in the preparation and administration of the Fire Prevention Division budget.
- Contributes to the Community Risk Assessment process; leads in the development and implementation of strategies to achieve community risk reduction.
- Manages the Fire Prevention Division's Fire Investigation program.
- Oversees the investigation, validation and successful resolution of complaints.
- Provides management support and direction for the Hazardous Materials Business Plan (HMBP) program; ensures HMBP compliance as a Participating Agency through periodic audit, financial review, and oversight functions.
- Analyzes design and installation of life safety systems in new construction and improvements/modifications to existing structures
- Interprets and develops codes and specifications
- Contributes to effective records management system through knowledge, use and continuous improvement programs.
- Works with other city staff in developing fire protection requirements and specifications
- Meets with developers and installers and assists them with interpreting requirements and specifications

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- Makes recommendations to the Fire Marshal as to adequacy of alternative materials and methods
- Plan checks fire and life safety systems plans for industrial, commercial, and residential structures; conducts field inspections to ensure proper installation of various fire and life safety fire protection systems such as but not limited to: hood systems, fire sprinkler, fire alarm, and fire department access
- Performs development plan checks including site plans, new construction, tenant improvements, water supply systems and emergency vehicle fire access lanes; performs associated inspections as necessary
- Reviews plans that involve oil production, oil well abandonment, vapor/methane mitigation systems and soil remediation projects and performs associated inspections as necessary
- Performs plan checks and inspections to maintain life safety and emergency vehicle access at large public events, including but not limited to, 4th of July activities, beach events, street fairs, etc.
- Trains fire prevention and suppression personnel on operations and inspections of new fire protection systems
- Makes reports and recommendations for fire code improvements
- ~~Reviews plans that involve oil production, oil well abandonment, vapor/methane mitigation systems and soil remediation projects and performs associated inspections as necessary~~
- ~~Performs plan checks and inspections to maintain life safety and emergency vehicle access at large public events, including but not limited to, 4th of July activities, beach events, street fairs, etc.~~
- ~~Trains fire prevention and suppression personnel on operations and inspections of new fire protection systems~~
- ~~Makes reports and recommendations for fire code improvements~~
- ~~Analyzes design and installation of life safety systems in new construction and improvements/modifications to existing structures~~
- ~~Interprets and develops codes and specifications~~
- ~~Works with other city staff in developing fire protection requirements and specifications~~
- ~~Meets with developers and installers and assists them with interpreting requirements and specifications~~
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- ~~• Reviews plans that involve oil production, oil well abandonment, vapor/methane mitigation systems and soil remediation projects and performs associated inspections as necessary~~
- ~~• Performs plan checks and inspections to maintain life safety and emergency vehicle access at large public events, including but not limited to, 4th of July activities, beach events, street fairs, etc.~~
- ~~• Trains fire prevention and suppression personnel on operations and inspections of new fire protection systems~~
- ~~• Makes reports and recommendations for fire code improvements~~
- ~~• Reports to work as scheduled; may work various hours, including nights and weekends as deemed necessary by manager/supervisor to conform with changing priorities and to meet deadlines~~
- ~~• Travels to various sites and locations during the course of work~~
- Maintains a regular and consistent attendance record
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions 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:**

- Principles of supervision, leadership, budget preparation and execution, and strategic planning.
- Establishing goals through objectives and key result process.
- Community risk reduction principles and practices.
- Practices and procedures of technical plan check and fire inspection activities

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- Applicable federal, state and local laws, codes, ordinances, rules and regulations pertaining to fire protection systems and -water supply systems
- Methods and practices involved in building construction
- Hazardous materials.
- Mathematical concepts
- Computer equipment and associated software programs
- Quality service practices
- Customer service principles and conflict resolution techniques

#### **Ability to:**

- Manage and supervise staff.
- Read and provide input on submitted safety plans during review
- Make oral presentations and effectively respond to questions and inquiries
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Perform moderately complex mathematical computations
- Analyze data, recognize problems, arrive at sound conclusions, and make logical recommendations and/or decisions
- Prepare clear and concise written reports
- Apply City specifications, municipal codes and other regulations specific to environmental soil assessments, oil well abandonment procedures and vapor/methane mitigation systems
- Travel to offsite locations within a reasonable time frame

**Education:** Bachelor of Science degree from an accredited college or university in Civil, Mechanical, or Fire Protection Engineering or other related field.

**Experience:** Two (2) years' fire engineering, fire protection plan check/inspection or related code application experience.

**Certifications/License:** A valid California Class C driver license with an acceptable driving record required at time of hire and throughout employment.

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Registered Fire Protection Engineer and/or CAL FIRE/OSFM CSFSTES Plans Examiner certification required, may be in process but must complete certification before end of probationary period.

ICC Fire Plans Examiner certification highly desirable.

For Fire Investigation, PC 832 Peace Officer Standard and Training (P.O.S.T.) certificate within 6 months of appointment.

CAL FIRE/OSFM CSFSTES Fire Investigator or Fire Marshal courses highly desirable.

~~Registered Fire Protection Engineer and/or certifications in building and fire codes, California State Fire Marshal's Office classes in fire prevention and other areas of fire protection preferred.~~

### **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 meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties performed.

Work is performed indoors and outdoors. When working outdoors, there is full exposure to various weather conditions. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces. May require climbing stairs, ladders or scaffolding. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Requires ability to twist at the lower body, at the waist, and at the upper body. May necessitate frequent exposure to physical, electrical,

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mechanical, and chemical hazards. Must comply with all California Occupational Safety and Health Act regulations and utilize approved safety equipment and protective gear including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel-toed shoes. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer keyboard and screen and related office equipment

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 11/2011 jd  
Rev. 8/2019 jd  
[Rev. 11/2020 pa](#)