

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**DEPUTY FIRE MARSHAL I**

DEFINITION

The Deputy Fire Marshal I classification performs basic fire prevention inspections to ensure compliance with current laws, ordinances and regulations within the Department's jurisdiction.

Work is performed under general supervision depending on the complexity of the task and the skills of the incumbent.

This classification is a Fair Labor Standards Act non-exempt, represented position in the classified service.

DISTINGUISHING CHARACTERISTICS

The classification of Deputy Fire Marshal I is distinguished from the lower classification of Deputy Fire Marshal Trainee in that the latter is a trainee position. The classification of Deputy Fire Marshal I is distinguished from the higher classification of Deputy Fire Marshal II in that the latter performs more complex to difficult inspections and may provide general guidance to the Deputy Fire Marshal I.

The classifications of Deputy Fire Marshal Trainee, Deputy Fire Marshal I and Deputy Fire Marshal II are alternately staffed positions.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Inspect buildings and other structures for compliance with fire laws, ordinances, and regulations concerning design, construction and the installation of fire protection equipment.
- Investigate fire hazard complaints; prepare reports and notices of deficiencies directed to owners.
- Evaluate structures for compliance with fire safety standards in the construction, operation and maintenance of commercial and industrial establishments and in the storage and handling of hazardous materials such as compressed gases, flammable liquids, oxidizers, toxics and corrosives.
- Inspect and make fire safety recommendations for schools, hospitals, residential care facilities and other institutions; conduct various fire and life safety inspections and ensure compliance with all applicable codes and regulations for places of public assembly.
- Conduct fire safety inspections of weekend fairs or festivals, public fireworks displays and/or special events.
- Review plans and specifications on proposed buildings and subdivision development for adherence to fire safety laws and codes.
- Attend training sessions and conferences as required.

EXAMPLES OF DUTIES (continued)

- Maintain records and prepare reports.
- May be assigned related duties in other department programs at the discretion of the Deputy Chief of Fire Prevention and/or the Fire Chief.
- May perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: An associate's degree or equivalent in fire science, fire technology, fire protection engineering, building design, construction, environmental studies, fire administration, business administration or public administration **or** an associate's degree in a related field, plus one (1) year of responsible experience performing fire prevention related work, plan review, construction, and/or building inspection.

As a condition of employment, an incumbent who has not successfully completed and passed the California State Fire Marshal (CSFM) coursework for Fire Inspector 1 as indicated below (Fire Inspector 1A, 1B, 1C, and 1D) will be required to do so within one year of employment, or as soon as the classes become available:

- Fire Inspector 1A                      Duties and Administration
- Fire Inspector 1B                      Fire and Life Safety
- Fire Inspector 1C                      Field Inspection
- Fire Inspector 1D                      Field Inspection – California Specific

Completion of CSFM Fire Prevention I certification will be accepted in lieu of the CSFM Fire Inspector 1 coursework.

- Fire Prevention 1A                      Fire Inspection Practices
- Fire Prevention 1B                      Code Enforcement
- Fire Prevention 1C                      Flammable Liquids and Gas

Completion of the International Code Council (ICC) Fire Inspector 1 certification will be required within two (2) years of employment. The Deputy Chief of Fire Prevention may extend the required completion dates for all coursework and/or certifications.

Knowledge Of:

- Principles, practices, and techniques of modern fire prevention.
- Applicable local and state regulations.
- Written communication principles in order to prepare clear and concise documents.
- Principles of organization and management.
- Research and data collection techniques.

Ability To:

- Grasp and learn how to accurately interpret ordinances and regulations relating to fire prevention.
- Identify fire hazards and determine corrective action.
- Effectively communicate fire prevention techniques to the public.
- Understand and carry out verbal and written directions.
- Prepare clear and concise reports and speak and write effectively.
- Establish and maintain an effective and professional working relationship with those contacted in the course of work.
- Work irregular or protracted hours and to respond promptly to callbacks.
- Effectively and professionally communicate with co-workers and the public.
- Maintain a calm and professional demeanor in a confrontational or difficult situation.

Working Conditions/Physical Demands: Work is performed both in an office setting and in the field. There may be exposure to noise, dust, and flammable irritants and materials. Work involves physical exertion, including standing, stooping, reaching, lifting, crawling and climbing. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

Required License: Possession of a valid state of California driver's license.

Employment Condition: An incumbent will remain in this classification until they fulfill the qualifications of a Deputy Fire Marshal II. The Deputy Chief of Fire Prevention may make the promotional recommendation to the Fire Chief, and upon approval of the Fire Chief, the incumbent will be promoted to the Deputy Fire Marshal II classification.

Individuals hired or promoted into this classification on or after March 31, 2023, will be required to complete the Deputy Fire Marshal I Task Book within their 12-month probationary period.

Pre-Employment Requirements: The candidate must pass a background check, Live Scan fingerprint, and complete a medical examination.