

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**HAZARDOUS MATERIALS ASSISTANT FIRE MARSHAL**

DEFINITION

The Hazardous Materials Assistant Fire Marshal is responsible for the day-to-day administration of the hazardous materials and fire investigation programs and personnel. The Hazardous Materials Assistant Fire Marshal plans, organizes, directs and oversees the Department's hazardous materials program, fire investigation program, and may include the code enforcement program and/or other related activities within the Division/Department.

Work is performed under the direction of the Deputy Chief/Director of Fire Prevention. The Hazardous Materials Assistant Fire Marshal may have oversight of the fire prevention staff in the absence of the Deputy Chief/Director of Fire Prevention. The scope of this oversight will include personnel, policy, accountability and Code or inspection-based escalations.

This classification is a Fair Labor Standards Act exempt position and is a represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the higher classification of Deputy Chief/Director of Fire Prevention in that the latter has overall management responsibility for the Department-wide fire prevention functions, whereas the Hazardous Materials Assistant Fire Marshal manages the day-to-day functions of the hazardous materials personnel and on-call fire investigators. The Hazardous Materials Assistant Fire Marshal performs both administrative duties and field work in each of the assigned program areas, including training and mentoring hazardous materials personnel and on-call fire investigators.

The Hazardous Materials Assistant Fire Marshal classification is distinguished from the next lower classification of Senior Hazardous Materials Specialist in that the latter is the first-level supervisor for the Hazardous Materials Specialist classification series and has no administrative responsibilities, whereas the Hazardous Materials Assistant Fire Marshal acts as the immediate supervisor to the Senior Hazardous Materials Specialist classification.

EXAMPLES OF DUTIES

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

- Plan, manage, supervise and participate in the work assignments and activities of the Senior Hazardous Materials Specialist, Hazardous Materials Specialists, Hazardous Materials Inspector and on-call fire investigators.
- Evaluate processes, workflows and procedures to identify opportunities to improve efficiency, reduced effort or improve resource utilization. Must be able to successfully manage resulting change and messaging.

EXAMPLES OF DUTIES: (continued)

- Oversee and direct the development, organization, coordination, and implementation of the hazardous materials and fire investigation programs.
- Oversee hazardous materials and fire investigation personnel training; career development and mentoring; provide guidance, input and feedback, including employee recognition and progressive discipline as necessary.
- Direct and lead hazardous materials personnel and on-call fire investigators in various elements of hazardous materials regulation enforcement and fire investigation techniques.
- Direct and oversee the most difficult, specialized and complex inspections and investigations of facilities storing or using hazardous materials to ensure compliance with hazardous materials codes, ordinances and regulations.
- Oversee and participate in the development and delivery of training for emergency responders to effectively conduct hazardous materials inspections following current codes, ordinances and regulations.
- Gather, interpret, analyze and prepare data and information to be included in reports such as the annual Participating Agency report to the Santa Clara County Unified Program Agency, the annual Urban Runoff Program report, and other similar reports.
- Manage the continuous evaluation and development of the Department's hazardous materials and fire investigation programs; identify and implement modifications to achieve quality, standardization, sustainability and operational improvements.
- Work closely with the Department's Assistant Fire Marshal to coordinate, support and manage the hazardous materials and fire investigation programs as well as other Division functions and services.
- Collaborate with the Assistant Fire Marshal and Community Risk Program Director to accomplish Division goals, organize and implement career development training and distribute relevant information, bulletins, notices and updates to Department personnel.
- Work closely with the Department's administration and assigned program representatives to conduct comprehensive analyses of Fire Prevention Division functions and services and develop continuous improvement recommendations a part of Department accreditation.
- Assist the Deputy Chief/Director of Fire Prevention with the development of the budget for the Fire Prevention Division.
- Collaborate with Department personnel and partner agencies to support youth fire setter diversion programs.
- Coordinate with local, State, and Federal agencies to ensure inspection, plan review, investigation, enforcement, and regulatory consistency.
- Meet with and present to city/town representatives, State and County officials, commissions, councils and boards and represent the Department's interests on various committees, task force teams and associations.

EXAMPLES OF DUTIES: (continued)

- Provide technical assistance and direction to hazardous materials personnel and on-call fire investigators.
- May serve as a technical expert to the Incident Commander during hazardous materials incidents and may enter areas where hazardous and other materials are present to evaluate and determine degree of hazard.
- Oversee the development, organization, and maintenance of written and electronic records related to hazardous materials compliance and fire investigations.
- Direct and oversee the investigation of hazardous materials complaints and violations.
- Assist Personnel Services in updating job specifications, participate in recruitment and hiring activities for Hazardous Materials and administrative staff positions as appropriate.
- May participate in the on-call fire investigation program on a rotational basis.
- Review and prepare legal reports and documents utilizing field notes, incident reports, non-compliance citations and violation notices.
- Gather and submit pre-trial evidence, documents and other case-related items. Provide testimony in depositions and/or court proceedings.
- Coordinate resources to conduct origin and cause investigations of all fires within the Department's jurisdiction and notify the appropriate law enforcement agency when criminal activity is suspected.
- Confer with local, state and federal law enforcement agencies to aid in hazardous materials regulation enforcement and fire investigations.
- Ensure the Department's fire investigation program is compliant with county, state and federal laws and regulations and suspicious fires are investigated in compliance with local, state and federal laws.
- Write policies, procedures and guidelines consistent with program goals and objectives.
- Attend classes, trainings and conferences as required.
- Undertake special projects and duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree from an accredited college or university in fire science, fire administration, fire protection engineering, business administration, public administration, environmental studies, or a science associated with the study of hazardous materials or environmental protection; and eight (8) year of increasingly responsible work experience in a governmental regulatory agency with at least four (4) years assigned to fire prevention, hazardous materials enforcement or fire investigations and three (3) years in a supervisory capacity with administrative responsibilities.

**Notes:**

*If an applicant does not currently possess a qualifying bachelor's degree in an accepted field as stated above, the applicant may advance in the recruitment process under the condition that if s/he is selected for the position, s/he will successfully obtain a bachelor's degree in an accepted field within two (2) years of employment.*

*If an applicant does not currently meet the minimum supervisory experience required, but has at least two (2) years of supervisor experience, the applicant may advance in the recruitment process under the condition that s/he will be required to receive supervisory skills training as directed by the Department.*

As a condition of employment, an incumbent who has not completed and successfully passed the following California State Fire Marshal coursework or in possession of state licensure indicated below will be required to do so within one (1) year of employment, or as courses become available:

Education and Experience: (continued)

- 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

Or

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

AND

California State Fire Training and Education certification (Fire Investigator 1A, 1B, 2A, 2B) or Fire Investigator (2017) certification (Fire Investigation 1A, 1B and 1C) and California Penal Code 832 is required. Classes may be taken when courses become available.

Knowledge Of:

- Principles and practices of administration, management, budgeting and evaluation methods to effectively accomplish program goals.
- Principles of supervision and training to effectively organize, manage and direct hazardous materials personnel and on-call fire investigators.
- Principles, practices, and techniques of conducting hazardous materials inspections and fire investigations.
- Basic chemical principles and applications to identify and evaluate hazardous chemical situations and reactions.
- Federal, State, and local hazardous materials codes and ordinances, specifically adopted fire and building codes related to proper storage, use, and handling of hazardous materials and toxic gases.

Knowledge Of: (continued)

- Hazardous materials compliance plans, specifically underground and aboveground storage facility installations, modifications, and closures.
- Pertinent laws, regulations, codes and ordinances related to hazardous materials, fire and life safety inspections, investigation and training.
- Principles, practices, and procedures of modern fire investigation, prevention and suppression.
- Building construction, design and materials to identify fire hazards and determine corrective actions.
- Written communication principles to prepare clear and concise correspondence, reports and documents.

Ability To:

- Effectively plan, lead, direct, supervise and evaluate the activities of hazardous materials personnel and on-call fire investigators.
- Demonstrate strong ethical, professional, and service-oriented leadership and interpersonal skills.
- Exercise independent judgment, discretion and initiative; formulate administrative policies for the effective use of assigned personnel.
- Manage, train and evaluate staff, and develop processes designed to support a continuous learning environment.
- Exercise independent judgment, discretion and initiative; formulates administrative policies for the effective use of assigned personnel.
- Communicate professionally and maintain effective working relationships with both individuals and groups contacted in the course of work.
- Analyze situations, research information, make observations, seek clarification and make appropriate recommendations.
- Effectively plan, direct, coordinate, and manage complex projects, activities, and specialized administrative duties.
- Accurately interpret and apply hazardous materials code regulations and ordinances. Review and interpret construction documents.
- Identify potential risks in the storage, handling, and use of hazardous materials and recommend corrective actions.
- Direct, coordinate and monitor multi-agency personnel and resources to ensure the Department's readiness to investigate fires.
- Demonstrate professional discretion in political environments and maintain a calm and professional demeanor in difficult situations.
- Prepare clear and concise reports and speak and write effectively.

Ability To: (continued)

- Work irregular or protracted hours and respond promptly to callbacks. May be required to assume on-call duty on a rotating basis.
- Perform occasional heavy and hazardous physical labor and wear protective clothing and breathing apparatus as required to perform inspections and investigations.

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

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

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