

Battalion Chief – Fire Marshal Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Summary Job Description

Under the direct supervision of the Division Chief of Operations, the Fire Marshal plans, organizes, conducts, and administers programs supporting fire prevention activities and functions, performs construction plans review, oversees public education, conducts and oversees fire investigations; enforces District, state, and federal codes, ordinances, and laws, as they pertain to fire and life safety; performs other such duties as required by the Fire Chief. May serve as a Duty Chief as necessary. The Fire Marshal / Battalion Chief is a safety position therefore must fill in as a shift Battalion Chief as necessary and shall meet requirements as listed in the job description for that position.

Representative Duties and Knowledge

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans, directs, and coordinates fire protection activities to ensure compliance with minimum fire prevention and life safety standards.
- Supervises and/or participates in fire prevention inspections of commercial buildings and enforcement of state and local fire codes; responsible for hazardous material inspections as needed in cooperation with the local CUPA authority; coordinates inspection and enforcement activities with other governing agencies; works cooperatively with the District Attorney to enforce non-compliance violations.
- Supervises and/or participates in reviewing building plans and project specifications to ensure they meet fire and life safety standards pertinent to access, rated materials, construction design, exit facilities, fire protection equipment and systems, and other related requirements.
Confers with architects, designers, contractors, property owners, building officials, neighboring, state, and Federal fire officials, along with others regarding fire protection and life safety matters.
- Supervises and participates in educational programs related to fire prevention and life safety; coordinates fire prevention activities with fire suppression management staff.
- Supervises and participates in hazard abatement program; supervises issuance of fire clearance permits; cooperates with Federal, state, and local fire organizations and participate in related fire service conferences.

- Assist in development of new regulations, prepares new fire ordinances, and coordinates efforts for new code adoptions.
- Responds or designates response to emergency calls for fire investigations.
- May be required to direct activities of fire personnel and equipment at fires or other emergencies; cooperates with other agencies on a variety of emergency matters.
- Prepares reports, maintains records, and prepares annual budget recommendations.
- Must maintain physical fitness.
- Experience performing duties in one or more of the following assignments: Fire investigations, project review, field inspections, fire protection systems review; Plans Section CICCIS qualifications, or, any combination of training, education and experience which would provide the required knowledge and abilities.
- Knowledge of state and national fire codes and administration regulations, fire related provisions of the California Building Code, standards of the National Fire Protection Association, fire chemistry, current techniques of building inspection and fire investigation process, principles and practices of Fire District administration and basic budgetary control, firefighting process, firefighting problems, fire suppression methods, techniques, and equipment, principles of supervision, communications, group instruction, local geography and roads, district familiarization, the Incident Command System, knowledge of the capabilities and limitations of a wide variety of firefighting equipment.

Abilities

- Establish effective administrative systems, participate effectively as a management team member, provide effective short and long range planning, develop policies, manage and effectively utilize computer systems, develop and administer fire prevention and fire investigation program pursuant to governing laws and policies, read and interpret building plans and specifications, represent Fire District policies to architects, designers, contractors, developers, and general public, work cooperatively with a variety of fire, law enforcement, building officials, and property owners in enforcing fire and life safety codes, train and supervise others, prepare operational and statistical reports, write and recommend fire prevention regulations, plan and supervise operations of fire crews.
- Visit and move about construction sites, fire scenes, and emergency sites to conduct inspections, evaluate investigation activities, or command an incident.
- Command personnel during emergency and non-emergency operations
- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions; written and oral, and convert to proper actions
- Give oral instructions to others

- Work with outside agencies
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public and co-workers
- Work cooperatively with others and contribute to a successful team effort
- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Upholds the code of conduct of the Montecito Fire Protection District

Minimum Qualifications

Applicant and/or incumbent members must meet minimum qualifications listed in “Battalion Chief Job Description” and:

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State Fire Training Fire Prevention Officer I Certification or equivalent

State Fire Training Fire Protection Specialist Certification or equivalent

State Fire Training Fire Investigator II Certification

State Fire Training Plan Examiner Certification

Desired Qualifications/Training

Tactical Decision Making (S-336)

Fire Behavior (S-390)

Investigation 1B

Other Requirements

Successfully complete 12-month probationary period.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical:

Primary functions require sufficient physical ability to work both indoors in an office-type setting and outdoors in extreme weather conditions. Continuous sitting and upward and downward flexion of neck; side-to-side turning of neck; twisting and bending at the waist; reaching below the shoulders; lifting and carrying of objects weighing up to 100 pounds. Frequent standing; walking and walking on uneven ground; reaching at and above the shoulder; power grasping, pushing and pulling of objects and equipment; fine finger dexterity, simple grasping and repetitive use of hands to manipulate equipment controls, keyboard and other office equipment. Occasional running, crawling, kneeling, climbing, balancing and squatting; lifting and carrying objects more than 100 pounds with or without assistance.

Environment:

Exposure to extreme heat, cold, humidity and temperature swings working indoors and outdoors; excessive noise of emergency equipment; the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; exposure to dust, gases, chemicals, smoke, and blood-borne pathogens; occasional exposure to explosives at fires or other hazardous materials calls; works in and around heavy equipment with exposure to moving mechanical parts; exposure to vibration from equipment and vehicles; operations of foot controls or repetitive foot motion; may work at substantial heights; wears appropriate personal protective equipment including goggles, ear plugs or other auditory protective equipment, face protector, turn-outs, safety shoes, gloves and a self-contained breathing apparatus.