

Fire Captain – Assistant 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 supervision of the Battalion Chief/Fire Marshal the Captain/Assistant Fire Marshal is responsible for enforcing District, state, and federal codes, ordinances and regulations as they pertain to fire protection and life safety. The Captain/Assistant Fire Marshal is responsible for conducting and supervising prevention and investigation activities, including planning, organizing, and directing personnel as needed. This position is considered a special assignment for personnel in the Fire Captain's rank. Personnel filling this position will receive specialized training and acquire skills important to further career development in the fire service. Further, the Captain / Assistant Fire Marshal is a safety position filling in as shift captain 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.

- Principles of leadership and supervision
- Principles, practices and techniques of fire prevention
- Department policies and procedures
- Arrest, search and seizure procedures
- Basic fire chemistry
- Procedures of fire investigation
- Fire protection and detection systems
- Hazardous materials inspections in cooperation with local CUPA authority
- Pertinent Federal, State, and local laws, codes and regulations
- Fire and life safety codes and ordinances enforced by the District, including but not limited to the following: The Montecito Fire Protection Plan, California Fire, Building, Residential Codes, California Code of Regulations Titles 14, 19, and 24, California Public Resource, Government, and Penal Codes, and NFPA Standards.
- Types of building construction, materials and methods
- Principles, practices and procedures of firefighting
- Supervises Fire Prevention Bureau personnel.
- Supervises, directs and participates in all facets of fire incident investigations and all documentation including any legal preparation and court appearances.
- Supervises and provides input for all Land Development Team functions.
- Supervises, assigns and evaluates the work of fire inspectors including all aspects of training.

- Supervises and/or participates in fire prevention inspections of commercial buildings and enforcement of state and local fire codes; responsible for any needed hazardous material inspections in cooperation with the local CUPA authority.
- Supervises and provides input for all code enforcement activity.
- Resolve inspection issues and concerns raised between outside parties and assigned inspection staff; meet with involved parties to review and confirm issues; make recommendations to resolve concerns.
- Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- Prepare analytical and statistical reports on operations and activities of the Fire Prevention Bureau.
- Must be available to be on call evenings and weekends to respond to conduct fire investigations and other duties as required.
- May provide training to Firefighter personnel.
- May serve the District in an Acting Battalion Chief role after completion of the appropriate task book for that position.
- Personnel in this position are eligible to work overtime in operational shift vacancies and on those occasions where doing so would not create conflicts with normally assigned duties.
- May act as Fire Marshal in the Fire Marshal's absence.

The assigned District vehicle may be available to take home if employee resides within 30 minutes of District headquarters. If a District vehicle is assigned, the Captain/Assistant Fire Marshal will be on call as a Fire Investigator a minimum of 2 days/week and possibly more when other Fire Investigators are unavailable or on vacation. The intent of this agreement is to cover 100% of the District's need for an on-call Fire Investigator 24 hrs. per day, seven days a week. The Fire Investigators participating in this program will forecast who will take call on a given day and will roster those individuals with the Operational Battalion Chief in advance.

Abilities

- Lead, coordinate and review the work of staff in the area of work assigned
- Perform complex fire and life safety inspections
- Coordinate fire inspection functions with other departments, outside agencies, and the public
- Supervise and conduct complex fire scene investigations including evidence collection, witness interviews, detailed investigation reports, fire scene photography and scene documentation, and coordination with the County District Attorney as necessary
- Qualify and testify in court as an expert witness
- Interpret, explain, and enforce District policies and procedures
- Interpret and explain District policies and procedures
- Prepare clear and concise reports
- Interpret and apply pertinent Federal, State and local laws, codes and regulations
- Read and interpret complex building plans, specifications, building and fire codes

- Maintains compliance with District physical fitness standards
- It is the intent of this position to maintain, whenever feasible, a constant point of contact for all fire prevention functions within the District
- May provide direction and training to shift personnel; serve as acting Fire Marshal as required. Will be available to perform duties as engine company Captain as needed

Minimum Qualifications

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

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State Fire Training Fire Investigator I Certification

Desired Qualifications

Strike Team Leader (STEN)
Fire Investigator II Certification
Fire Protection Specialist
Plans Examiner

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.

Physical:

Primary functions require sufficient physical ability to work both indoors in an office-type setting and outdoors in extreme all risk conditions. Continuous sitting and upward and downward flexion of neck; side-to-side turning of neck; twisting and bending at the waist; and 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, and 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. Must maintain compliance with District physical fitness standards and fitness level required for ICS qualification(s)

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.