



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: DEPUTY FIRE MARSHAL - FIRE PREVENTION

DEFINITIONS: The Deputy Fire Marshal reports to the Deputy Chief of Fire Prevention Bureau (Fire Marshal) and is responsible for supervising, training, and coordinating the work of fire prevention personnel.

EXAMPLES OF DUTIES:

- Supervise, prioritize, and assign work, conduct performance evaluations, and train employees
- Assist in hiring, termination and disciplinary matters of employees.
- Serve as liaison with other Department and Bureau supervisors, partner jurisdictions, business owners, other agencies, community groups, and the general public.
- Develop and implement section goals and objectives, prepare and maintain related reports.
- Analyze proposals for alternative methods of compliance for code intent and make recommendations to Fire Marshal.
- Attend continuing education classes, seminars and training sessions.
- Participate in special projects related to fire prevention activities.
- Review plans for compliance with local and State fire and life safety standards and regulations;
- Review, evaluate, process and maintain files related to fire prevention;
- Consult with architects, builders and developers on fire protection and life safety systems;
- Perform engineering evaluations regarding adequacy of existing and proposed fire protection system;
- Conduct field inspections of more hazardous and complex occupancies;
- Investigate complaints involving violations on applicable codes, ordinances and regulations;
- Recommend changes in design, construction or installation of equipment based on analyses of present or potential fire and fire-related hazards;
- Recommend installation of fire fighting facilities and fire alarm detection and extinguishing systems;
- Assist in enforcing fire codes and pursuing legal prosecution of violators;
- Prepare correspondence and written reports;
- Recommend changes in building and fire codes to the Fire Marshal;
- Respond to technical inquiries from employees, the public, public agencies and consultants;
- Assist in planning fire protection programs;
- Perform other related duties as required.

MINIMUM REQUIREMENTS:

- Graduation from a four-year college or university with specialization in fire protection engineering or a closely related field AND four years of professional engineering experience in fire protection and building plan review or a closely related field. (Additional experience beyond the minimum may be substituted for education on a year-for-year basis.)
- ICC Fire Plans Examiner certification is required upon appointment.
- Knowledge of California Building Code, California Fire Code California Administrative Code, Health and Safety Code, and related standards.
- Proof of a valid motor vehicle operator license by close of filing. (A current DMV driving record must be submitted to the hiring department at time of selection interview).
- Willingness to work weekends, nights, holidays and overtime as required.

HISTORY:

Approval/Adoption Dates:

6/23/10 - Human Resources

7/28/10 – Civil Service