

CITY OF BURBANK

DEPUTY FIRE MARSHAL

DEFINITION

Under direction of the Fire Battalion Chief/Fire Marshal, to oversee operations of the Fire Prevention Bureau, and perform related work as required.

ESSENTIAL FUNCTIONS

Manages the day to day operations of the Fire Prevention Bureau; supervises public fire prevention and safety education programs; recommends adoption of and enforcement of local regulations, laws, and ordinances which control the safe transportation, processing, use and storage of flammable or hazardous materials; interprets policies and regulations, and recommends needed changes and revisions to codes and ordinances; oversees the operation of enforcing federal, state and local laws, codes, ordinances and regulations pertaining to the prevention and control of fires; identifies chemicals to be included in hazardous materials inventories; identifies facilities requiring disclosure of hazardous materials information; assists in the investigation of hazardous materials incidents, facilitating identification and appropriate action; oversees the plan review process and correction enforcement on building plans to ensure compliance with sound fire prevention practices and life safety requirements; serves as a liaison with the Community Development Department Building Division with regard to redevelopment, plan checking and field inspections; conducts and delegates new building construction plan checking and field inspections; directs and coordinates highly technical and complex fire inspections; develops and updates a fire prevention training curriculum; maintains oversight of all annual fire inspections (i.e. high-rise/mid-rise; assemblies; schools; R-1 dwellings; residential care facilities; etc) as required by state and local codes; assists private organizations in coordinating and training fire prevention personnel; issues notices of violation and initiates prosecution as necessary; prepares technical reports; makes presentations before civic and public groups; organizes and responds to inquires from the public; responds on request to emergency incidents and functions in an overhead assistant position within the Incident Command System; assists in the preparation of the Fire Prevention Bureau budget; drives on City business; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – modern principles and practices of fire prevention, fire suppression, hazardous materials, and public education; departmental and City rules and regulations; City geography and fire hazards; modern training methods including those most pertinent to a fire department; Incident Command System and its application; principles and practices of sound personnel management and supervision.
- Ability to - oversee and direct the work of others; learn a variety of laws, regulations, and technical information; manage a Hazardous Materials Disclosure program and Underground Storage Tank program; prepare reports and keep records; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, completion of 60 semester units from an accredited college or university in fire science, public administration, business administration, or related field, and five years of experience in a Fire Prevention Bureau for a municipal or county fire department, of which, at least two years in a supervisory capacity.

Special Conditions & Requirements: Physical ability to perform the required duties.

License & Certificates: A valid California Class "C" Driver's License or equivalent at time of appointment; Emergency Medical Technician One (EMT-1) Certificate and I.C.C. Underground Storage Tank (UST) Certificate within one year of appointment.

SUPPLEMENTAL INFORMATION

None.