



Department	Fire
Bargaining Unit	HFFU Local 3395
Salary Range	F73
Last Revision	November 2013

City of Hollister

DEPUTY FIRE MARSHAL

DEFINITION

Under general direction, to perform technical fire prevention and inspection work involved in enforcing sections of the Health and Safety Code, Fire Code, Building Code, Municipal Code, and other codes or adopted standards relating to fire safety; to advise on technical and engineering requirements on hazardous processes and operations involving dangerous chemicals, flammable liquids, and flammable gases; perform firefighting duties and activities and perform as a supervisor in the absence of the Fire Marshal; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are the primary fire prevention and code enforcement position(s) within the firefighting series. Incumbents work under the supervision of the Fire Marshal and are in continuous communication with other employees in the Fire Department. Incumbents are expected to work with the public in a tactful but authoritative manner when inspecting and instructing on fire prevention and safety. Incumbents will work a schedule /hours as assigned by the Fire Chief.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES:

- * Conducts technical inspections involving institutions, industries, mercantile establishments, hotels and apartment houses, service stations, schools, hospitals, nursing and convalescent units and other establishments to secure compliance with codes and regulations pertaining to fire safety;
- * makes recommendations concerning fire safety for licensing purposes;
- * advises on technical and engineering requirements involved in hazardous processes and operations involving dangerous chemicals, flammable liquids and highly combustible materials;
- * checks plans and installations of sprinkler systems, heat activated alarm systems, and other fire protection devices and equipment;
- * conducts the City's weed abatement program;
- * develops and administers the weed abatement budget;
- * reviews blueprints and plans;
- * responds to emergencies and performs as a team leader at emergency scenes when needed;
- * operates City vehicles;
- * assumes the duties of the Fire Marshal, as assigned;

OTHER DUTIES:

- Reviews new codes and makes recommendations relating to code adoption;
- conducts research on new materials being utilized and methods of their uses;
- trains department personnel in the techniques and requirements of fire prevention inspections;
- prepares inspection records and technical letters pertaining to recommendations and violations;
- logs business licenses;
- meets with contractors and developers;
- writes press releases for media;
- performs related work as required.

LICENSE

Required:

Possession of a valid California Class B Driver's License with appropriate endorsements.
Possession of valid CPR card and EMT-1 Certificate, Defibrillation accredited.
Incident Command System 220 and 440 Certificates NIMS 700,800

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar and punctuation;
Basic math;
Simple record keeping methods;
Principles of personnel development, supervision and training, emergency medical techniques, City geography and water systems;
Principles of fire investigation and prevention;
State and federal law, codes and ordinances pertaining to fire prevention;
Appropriate safety precautions and procedures.

Ability to:

Understand pertinent procedures and functions quickly and apply them without immediate supervision;
Understand and carry out complex oral and written instructions involving problem solving and independent decision making;
Communication effectively with public;
Apply laws, ordinances and regulations to situations of potential fire hazards;
Maintain accurate records;
Operate a vehicle observing legal and defensive driving practices;
Read, understand and apply difficult materials;
Maintain and modify filing systems;
Establish and maintain effective relationships with those contacted in the course of work.
Operate a vehicle observing legal and defensive driving practices;
Operate a computer as required.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to the following:

Education:

Equivalent to completion of thirty (30) semester units of college credits in fire science, fire administration or related field.

Experience:

Two (2) years of full-time municipal firefighting experience at the Fire Engineer/Captain levels, including fire prevention and enforcement work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Medium Work - Lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

ADMINISTRATIVE FIRE CAPTAIN Deputy Fire Marshal

- Perform staff and administrative duties on a 56-hours, 40-hour and/or modified schedule as required.
- May be eligible for shift over time on weekends and Holidays, hourly pay to be adjusted to base salary.
- Participate in budget preparation and administration: prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures.
- Participate in monitoring employee performance objectives; prepare employee performance reviews; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Conduct research; prepare reports, forms, recommendations and other required administrative needs of the Department.
- Assist the department supervisory/management team to analyze the results of operations to improve the operation of the Department and delivery of services to the public.
- Perform emergency mitigation work such as emergency medical aid, fire suppression, rescue public assist.
- Demonstrate professional command presence in all emergency and non-emergency situations.
- Act in higher classification as assigned.
- Be assigned by and serve at the pleasure of the Fire Chief and shall not gain any property interest in the assignment. Generally, the assignment will be a minimum two (2) years to a maximum of four (4) years. Management does reserve the right to move personnel as needed for the betterment of the organization.
- Have his/her hourly rate of pay adjusted based on the transition from a 56 hour work week to a 40 hour work week ($\text{Monthly salary} \times 12 \text{ months} \div 26 \text{ pay periods} \div 80 \text{ hours per pay period} = \text{hourly rate of pay for 40 hour work week}$).
- Be eligible for call back overtime pay as approved by the MOU and SOP.

- Be compensated in an amount of fifteen percent (15%) of base pay per month to compensate for the loss of potential FLSA pay.
- Be paid for (and have the corresponding days off) 10 holidays and 2 floating holidays per year.
- Have a maximum vacation accrual of 240 hours.
- Accrue sick leave at a rate of 3.69 hours per pay period for a term served 6 months or longer.

ADMINISTRATIVE FIRE CAPTAIN (CONTINUED)

Not be eligible for the 192 hours of holiday pay (CTO) that is provided the 24 hour shift employees on July 1st each year to compensate them for having to potentially work holidays throughout the year. *Any remaining balance of the 192 hours of holiday pay (CTO) that an employee may have prior to assignment to this position will be unaffected and can be used as outlined in the current MOU. Any employee transitioning from Captain assigned to administrative duties to shaft Captain shall have holiday pay prorated on the basis of 16 hours per month.*

Notification of Assignment Changes Related to Fire Captain Assigned to Administrative Duties – Management proposes to make every effort to notify Captains rotating into and out of the administrative duty assignment a minimum of one pay period (typically two (2) weeks) in advance of any assignment changes.

Vehicle Use by fire Captain Assigned to Administrative Duties - Management proposes to provide a department vehicle for work related use, including travel to and from the Captain's residence, as long as the assigned Captain's residence is within San Benito County.