City of Santee

Fire Marshal

SALARY	$59.98 - $78.26 Hourly $124,757.39 - $162,780.09 Annually	**LOCATION**	Santee, CA
JOB TYPE	Full-Time with Benefits	**JOB NUMBER**	2024-0411
DEPARTMENT	Fire Administration	**OPENING DATE**	04/11/2024
CLOSING DATE	Continuous		

The Position

~ Upcoming Scheduled Salary Increase of 4% Effective July 2024 ~

The Fire Marshal shall be responsible for planning, organizing, coordinating, and directing the City's Fire Prevention Program including managing and training personnel assigned to the Fire Prevention Bureau; providing training and coordination of Fire Department personnel in fire prevention and protection techniques; conducting inspections, investigations, and plan checks; developing and implementing programs to mitigate fire loss; assisting with Emergency Management related activities; assisting with public education and outreach campaigns; and enforcing City/State/Federal fire and safety related codes and regulations.

The Fire Marshal is an at-will, senior management, non-safety position that reports directly to the Fire Chief. The Fire Marshal receives general direction from the Fire Chief and may exercise direct and general supervision over professional, technical, and administrative support staff. Employee is responsible for the administration and enforcement of the Fire Code, as adopted by the City. Employee is accountable for the efficiency of the Fire Prevention Bureau, and is responsible for ensuring that activities are carried out in accordance with State and local laws and ordinances.

This recruitment is open until filled, so interested applicants are encouraged to apply immediately. First review of applications will take place on Thursday, April 25, 2024.

Representative Duties

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.

- Evaluates and determines applicability of fire, building, electrical, life safety and mechanical code requirements, and alternate means and methods of fire protection, calculations and fire modeling;
- Represents the department on matters relating to the development and enforcement of related codes and ordinances;
- Ensures the compliance, verification and approval of the plan review of highly complex fire alarm systems, fire sprinkler and standpipe systems, fire pumps, fixed fire extinguishing systems, smoke control systems, clean agent systems, nonstructural building construction projects, flammable and hazardous materials storage tanks, and facilities to assure compliance with nationally accepted model codes and standards;
- Prepares division budget requests and justifications, as assigned;
- Coordinates fire prevention inspection, plan check and educational activities within the department, with other City departments, outside agencies and related businesses;
- Prepares documents for City Council consideration and approval;
- Makes presentations to City Council and/or represents the department at City Council and/or civic or professional group meetings;
- Ensures the enforcement of all fire prevention laws, codes and ordinances relative to the protection of life, property and the environment from fire and unauthorized or accidental hazardous material releases;
- Provides interpretations related to application or enforcement of applicable fire and building codes, laws and standards;
- Effectively communicates and provides updates to the Fire Chief regarding pertinent fire prevention activities and department needs;
- Communicates clearly and concisely, both orally and in writing;
- Establishes and maintains effective working relationships with those contacted in the course of work; and
- Performs other duties as assigned.

~ For the complete job description, please go to the City of Santee's website at www.cityofsanteeca.gov ~

Minimum Qualifications

Any combination of education, training, and/or experience that demonstrate the ability to perform the duties of this classification. An example would be:

Education: An associate's degree from an accredited college or university in Fire Science, Building Construction Technology or a closely related field supplemented by completed course work in supervision and/or management; AND at least:

Experience:

- Five (5) years of fire protection or prevention experience OR,
- Five (5) years of related work requiring the application and/or enforcement of fire, building or construction codes OR,
- Five (5) years of experience examining building or fire sprinkler plans or inspecting buildings or fire sprinkler systems OR,
- Five (5) years of any combination of fire or building inspection work experience as stated above.

Fire suppression experience is ***highly desirable***.

Additional college level coursework related to Fire Prevention is ***highly desirable***.

A bachelor's degree from an accredited college or university with major course work in Fire Science, Fire Administration, Public Administration or other related field is ***highly desirable.***

NOTE: Full-time, recent paid experience as described above may substitute for the required education on a year-for-year basis.

Examination Process:
This recruitment is open until filled, so interested applicants are encouraged to apply immediately. First review of applications will take place on Thursday, April 25, 2024. Candidates whose qualifications most closely meet the needs of the City will be invited to participate in the recruitment process. The recruitment process may consist of any or all of the following components: Appraisal interview, and a written or practical skills assessment.

Interested applicants must submit an online application and supplemental questionnaire.

Special Requirements

License:
A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment.

Certification/Registration:
Possession of a Fire Marshal certificate issued by the California State Fire Marshal or equivalent as determined by the Fire Chief is ***highly desirable***.

Background Investigation
The applicant selected will be subject to a criminal history investigation through the California Department of Justice (DOJ) and a thorough background check. A waiver for reference and background information must be completed.

City of Santee employees are designated Disaster Service Workers by state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Agency
City of Santee

Address
10601 Magnolia Avenue

Santee, California, 92071

Phone
619-258-4100 x262

Website
http://www.cityofsanteeca.gov

Fire Marshal Supplemental Questionnaire

*QUESTION 1

Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process and may be used to determine your overall score. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Please do not indicate "See Resume" or "See Application" as these are NOT acceptable responses. If you are invited to a selection interview, your responses to the following questions may be subject to verification. Do you understand this information?

- ◯ Yes
- ◯ No

QUESTION 2

I have an associate's degree from an accredited college or university in (check all that apply, if none select No Degree):

- ◯ Fire Science
- ◯ Building Construction Technology
- ◯ Completed coursework in supervision and/or management
- ◯ Closely Related Field
- ◯ Unrelated Field
- ◯ No Degree

QUESTION 3

In which of the following areas do you have at least five (5) years of experience or more? Check all that apply. (If none, check "No Experience")

- ◯ Five (5) years of fire protection or prevention experience
- ◯ Five (5) years of related work requiring the application and/or enforcement of fire, building or construction codes
- ◯ Five (5) years of experience examining building or fire sprinkler plans or inspecting buildings or fire sprinkler systems
- ◯ Five (5) years of any combination of fire or building inspection work experience as stated above
- ◯ Less than 5 years of related experience
- ◯ No Experience

QUESTION 4

Describe your experience with the following (answer all questions): 1. Conducting fire inspections and fire investigations 2. Enforcement and interpretations of fire and building laws, codes, ordinances, and standards. Please include name of organization(s) where you gained this experience, dates of employment, and job titles(s). If no experience, type "None".

QUESTION 5

Describe your experience ensuring the compliance, verification, and approval of the plan review of highly complex fire alarm systems, fire sprinklers and standpipe systems, fire pumps, fixed fire extinguishing systems, smoke control systems, clean agent systems, nonstructural building construction projects, flammable and hazardous materials storage tanks (please address each one).

QUESTION 6

Although not required, please list the number of years of experience you have supervising full-time employees, including providing performance evaluations.

QUESTION 7

Although not required, do you have fire suppression experience?

- ◯ Yes
- ◯ No

QUESTION 8

If you answered "yes" to question#7, how many years of fire supression experience do you have?

QUESTION 9

Although not required, do you have a bachelor's degree from an accredited college or university in (select one):

- ◯ Fire Science
- ◯ Fire Administration
- ◯ Public Administration
- ◯ Related Field
- ◯ Unrelated Field
- ◯ No Degree

QUESTION 10

Although not required, have you taken additional coursework in Fire Prevention?

- ◯ Yes
- ◯ No

QUESTION 11

Although not required, do you possess a Fire Marshal certificate issued by the California State Fire Marshal or equivalent?

- ◯ Yes
- ◯ No

QUESTION 12

Although not required, being bilingual is desirable. Please list the language below and fluency level.

QUESTION 13

I understand this is an at-will, senior management, non-safety position.

- ◯ Yes
- ◯ No

QUESTION 14

APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL): The City of Santee Human Resources Department uses e-mail to notify our applicants of important information relating to the status and processing of your application. Therefore, as an applicant, you are hereby advised of the following: 1. Ensure that the e-mail address and contact information you provide is current, secure, and readily accessible to you. Do not share e-mail addresses.

Spam or other filters should be adjusted to accept our e-mails. We will not be responsible in any way if you do not receive our e-mail notifications, i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis, etc. 2. Carefully read any notices that we send in a timely manner. Follow further instructions, if any. We recommend that you print and keep a hard copy of our notices for your records. I acknowledge that I have read, understand, and agree to the above.

- ◯ Yes
- ◯ No

* Required Question