



CITY OF SANTA FE SPRINGS
invites applications for the position of:

DEPUTY FIRE MARSHAL (FULL-TIME)

SALARY: \$8,839.44 - \$10,950.51 Monthly

OPENING DATE: 10/01/20

CLOSING DATE: Continuous

DESCRIPTION:

This recruitment will remain open until a sufficient number of qualified applications have been received and may close without notice.

The City of Santa Fe Springs is seeking highly-motivated individuals to join the Santa Fe Springs Fire Department Environmental Protection & Fire Prevention team. This recruitment is being conducted to establish an eligible list which will be used to fill one (1) current vacancy and may be used to fill future vacancies.

This is a non-sworn position represented by the Santa Fe Springs Firefighters Association.

Under general direction, plans, organizes, coordinates, and directs the activities of the Fire Prevention Bureau; coordinates activities with the Environmental Programs Manager and other divisions, departments, outside agencies and the public; provides staff assistance to the Fire Chief.

SUPERVISION RECEIVED:

Receives direction from the Administrative Battalion Chief.

SUPERVISION EXERCISED:

Exercises direct supervision over technical staff.

EXAMPLES OF ESSENTIAL DUTIES:

A. Held in Common:

- Supports the Mission of the City and its Elected and Appointed Officials; Exhibits loyalty to the City and its representatives.
- Provides courteous and timely service to the public as the ultimate employer.
- Works cooperatively with other City employees.
- Exhibits integrity and displays ethical behavior.

B. Essential Job Specific Duties:

- Reviews construction plans to ensure compliance with California Fire Code provisions, National Fire Protection Associations standards, City Code requirements and other relevant standards.
- Performs technical and complex fire and life safety inspections of industrial, residential, educational, licensed health care facilities, and other facilities.

- Department lead on oil well abandonment requirements, methane monitoring and methane mitigation systems.
- Inspects fire protection and detection systems at job sites to evaluate discrepancies among plans, specifications, and work completed.
- Responds to complaint investigations and makes appropriate decisions to mitigate the incident.
- Assist emergency responders during emergency situations on weekends and after normal work hours.

C. Other Job Specific Duties

- Reviews plans for fire protection systems, flammable, and hazardous materials storage tanks and processes.
- Issues violation notices, documents inspections, records fire flow.
- Researches, interprets, explains, and applies requirements and restrictions relative to fire and life safety codes, ordinances, regulations, policies, and procedures.
- Acts as liaison with water, city, county, and fire agencies regarding life safety and water supply issues.
- Manages special projects.
- Attends City Council, Commission, and various committee meetings to present written and oral reports and answer questions.
- Establishes and maintains cooperative and professional working relationships with staff, the public, and other agencies.
- Interprets policies and regulations and recommends changes and revisions to codes and ordinances.
- Supervises, trains, and evaluates employees in conjunction with the Administrative Battalion Chief.
- Develops and administers fire prevention budget in conjunction with the Administrative Battalion Chief.
- Performs related duties as required.

TYPICAL QUALIFICATIONS:

REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.

Knowledge of:

Fire and life safety codes, ordinances, regulations, policies, and procedures; national fire protection standards; fire protection and detection systems, strategies, and procedures; fire protection engineering fundamentals; construction techniques and industrial standards; principles of supervision, training, and performance evaluation; federal, state, and local laws, codes, and regulations; principles of budget preparation; modern office procedures and equipment including computers; word processing and other related software applications.

Ability to:

Perform fire and life safety inspections of facilities; analyze and review plans for fire protection and detection and life safety systems; interpret and explain policies, procedures, rules, and regulations; analyze problems; identify alternative solutions and consequences of proposed actions; develop and administer a budget; prepare reports; maintain records; supervise, train, and evaluate assigned staff; make effective public presentations; communicate effectively verbally and in writing; work with accuracy and attention to detail; operate and use modern office equipment; effectively organize and prioritize assigned work; establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:

Education

- Bachelor's degree of Science with major course work in fire science, engineering, or a related field is preferred; a graduate level degree in public/business administration preferred.

Experience

- Three (3) years of experience in a fire agency, including development and plan review, code enforcement involving fire and building code application and public contact.
- Two (2) years of supervisory or management level experience. Municipal experience highly preferred.

Certification & License

- A valid State of California Driver's License and an acceptable driving record.
- Required within one (1) year of appointment:
 - Certificate of First Responder Operations (FRO) level OSHA training
- *Desired certification but not required:*
 - Hazardous Materials Technician level certification issued by California Specialized Training Institute (Cal OES/CSTI) or higher.
 - PC 832 Arrest and Firearms course certificate issued by Peace Officer's Standards and Training (P.O.S.T.).
 - Fire Inspector and/or Fire Marshal certificate issued by the Cal Fire Office of the State Fire Marshal.

***REQUIRED DOCUMENTATION:**

The following documentation must be upload and submitted with your on-line application.

NOTE: To ensure proper uploading of documents to on-line application record, it is best to reduce the file size of the electronic document before uploading:

- - Proof of education (BS/Graduate level Degree), if applicable
 - Certificate of First Responder Operations (FRO) level OSHA training, if applicable
 - Hazardous Materials Technician level certification issued by California Specialized Training Institute (Cal OES/CSTI), if applicable.
 - PC 832 Arrest and Firearms course certificate issued by Peace Officer's Standards and Training (P.O.S.T.), if applicable.
 - Fire Inspector and/or Fire Marshal certificate issued by the Cal Fire Office of the State Fire Marshal, if applicable.

Failure to provide the required documentation will result in your application being removed from further consideration.

SUPPLEMENTAL INFORMATION:

WORKING CONDITIONS:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderate.*
- *Utilizes hand tools.*
- *Occasionally works around machinery having moving parts.*
- *Occasional exposure to chemicals, fumes, gases, and odors.*

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

- *Sit for extended periods of time.*
- *Stand, sit, walk, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *Hear and speak both in person and on the telephone.*
- *Use hands and fingers to operate office equipment.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*

NEPOTISM POLICY:

Relatives may be appointed regardless of the designation of full or part-time classification. Candidates with relatives employed by the City will be excluded from applying for a vacancy if one or more of the following criteria exist: 1) The appointment of a relative would place one in a supervisory capacity directly over the other 2) The appointment would create a situation in which it is conceivable personal gain for one could be obtained by the actions of the other 3) The appointment would create a situation where performance or non-performance of either would have a direct effect upon the performance of the other 4) The appointment would create a situation where the confidentiality of either could be compromised. Candidates with relatives employed by the City will be evaluated on a case-by-case basis. "Relative" shall be defined as: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandchild, spouse, domestic partner, step mother, step-father, step-sister, step-brother, stepchild and step grandchild.

HOW TO APPLY:

Applicants are required to complete and submit a City Application on-line. Resumes or faxed copies will not be accepted in lieu of the City on-line application. To apply, click on the "Apply" link located at the top of this page. New users must first create an account.

METHOD OF SELECTION:

Selection may be based upon an application review, a performance examination and evaluation, and a structured interview. Appointment will be contingent upon a criminal record check and physical examination, including a drug screen.

ACCOMMODATION:

If you require special testing and/or interview accommodations due to a physical, mental, or learning disability, please call the Human Resources Office at (562) 409-7530 at least 5 days prior to the scheduled date.

11710 Telegraph Rd.
Santa Fe Springs, CA 90670
(562) 409-7530

DEPUTY FIRE MARSHAL (FULL-TIME) Supplemental Questionnaire

- * 1. Which of the following best describes your level of completed formal education?
 - High School Diploma/GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Coursework beyond Bachelor's Degree
- * 2. Describe your work experience involving including development and plan review, code enforcement involving fire and building code application, and public contact for a fire agency. If you have no experience, enter "none".
- * 3. Describe your supervisory or management level experience. If you have no experience, enter "none".
- * 4. Do you possess a valid State of California Driver's License?
 - Yes No
- * 5. Do you possess a Hazardous Materials Technician certificate issued by California Specialized Training Institute (Cal OES/CSTI)? **Note: proof of certification is required and must be uploaded and submitted with your online application.**
 - Yes No
- * 6. Do you possess OSHA First Responder Operations (FRO) training certification? **Note: proof of certification is required and must be uploaded and submitted with your online application.**
 - Yes No
- * 7. Do you possess PC 832 Arrest and Firearms Course certificate issued by Peace Officer's Standards and Training (P.O.S.T.)? **Note: proof of certification is required and must be uploaded and submitted with your online application.**
 - Yes No
- * 8. Do you possess a Fire Inspector and/or Fire Marshal certificate issued by Cal Fire Office of the State Fire Marshal? **Note: proof of certification is required and must be uploaded and submitted with your online application.**
 - Yes No
- * Required Question