

## CITY OF SALINAS

### BATTALION CHIEF/FIRE MARSHAL

**BARGAINING UNIT/CLASS CODE:  
FIRE SUPV/ 031**

#### **DEFINITION**

Under administrative direction of the Fire Chief or Deputy Fire Chief, plans, organizes, and manages the programs, operations, budget, and staff of the fire department's fire prevention bureau, including but not limited to, fire prevention and inspection functions, arson investigation, serves as City Disaster Preparedness Officer.

#### **SUPERVISION RECEIVED AND EXERCISED**

Report to and receives general direction from the Fire Chief and/or Deputy Chief of Operations. Exercises direct supervision and management of assigned personnel, department-wide programs and administrative projects.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Plans, organizes, prioritizes, evaluates, and controls the work of the fire department's fire prevention bureau in cooperation with staff and departmental management staff. Participates in the development and management of the fire prevention bureau annual budget; monitors actual performance in comparison with planned revenues and expenditures. Participates in the development, implementation and administration of comprehensive programs, policies, guidelines, and procedures related to the fire prevention bureau's operations and activities; ensures the fire prevention bureau's programs and activities are in compliance with relevant laws, regulations and rules. Interacts with other City departments in matters relating to fire prevention, disaster preparedness, and community development as necessary. Participates in the development and adoption of codes, regulations and standards for new construction and on-going maintenance of fire protection features. Plans, coordinates and directs the City's Disaster Preparedness Program, and associated services. Analyzes and manages the fire permit and inspection fee program and determine when changes are needed. Performs related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical mobility to sit, stand, walk, crawl, kneel, crouch, squat, lay on back or stomach, climb and balance, reach at shoulder length and above shoulder length, push, pull, twist and rotate for periods of between five minutes to two and one-half hours per eight hour shift. Stamina to walk, and stand wearing protective equipment weighing up to 65 pounds for intermittent periods of time. Physical agility to walk over uneven, wet surfaces, push/pull, squat, twist, turn, bend, stoop, climb and reach overhead. No severe allergic reactions to dust or pollen. Physical strength to lift or carry 65 pounds or less. Manual dexterity of neck, wrists, waist, hands and fingers sufficient to wear respirators and other protective gear. Hearing and speaking ability sufficient to converse over the telephone, two-way radio and in person often over the noise of machinery and traffic, to detect and describe noises in machinery or to hear running water. Ability to distinguish colors to recognize flame, smoke, hazardous materials placards and skin signs. Mental acuity to act under stress in life threatening situations, and to maintain calm efficient judgment in serious situations involving quick action or mental stress.

#### **WORKING CONDITIONS**

A Battalion Chief/Fire Marshal will predominantly work in an office environment, or one that requires use of a passenger vehicle making frequent stops to various Department and City facilities. On occasion, while acting as the Incident Commander, will have to wear the protective gear related to fire suppression and be required to use the self-contained breathing apparatus. On occasion, the Battalion Chief/Fire Marshal will be working outdoors and be subject to all weather conditions, with a potential exposure to heat, smoke and potentially hazardous conditions. The Battalion Chief/Fire Marshal must be able to respond physically to alarms for help from a standstill or sleep in a matter of seconds. Must be able to walk on slippery surfaces and uneven terrain. On occasion may have to drive long distances to attend training or as a strike team leader.

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**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

Fire protection and life safety systems; technical fire protection and inspection practices and procedures; Federal, State and local laws and regulations related to fire prevention, disaster preparedness, and safety. State and local codes that include Title 19 and Title 24 of the California Administrative Code, Uniform Fire Code, California Penal Code, and Uniform Building Code. Basic investigation principles. Search and seizure laws. Procedures for processing criminal cases. Public education principles. Laws of arrest. Juvenile law. Laws, ordinances, and regulations regarding fire prevention and fire protection devices and systems. Principles, practices, and methods of handling, transporting, and storing hazardous materials. Basic construction methods and materials. Principles and practices of budgeting, purchasing and records management; research methods and analysis techniques; principles of management, supervision, and customer service; city personnel policies and labor contract provisions; communications practices; safety equipment related to the work; information systems applications related to division operations.

**Ability to:**

Lead and direct the operation of personnel and equipment under both routine and emergency conditions. Research and evaluate complex data and problems, analyze information, critical situations, policies, and procedures and recommend effective implementation. Recognize fire and structural hazards in special processes or facilities, including industrial, commercial, and residential buildings and occupancies. Communicate clearly and effectively, orally and in writing. Interpret and effectively apply all related codes, ordinances, and laws to fire hazard situations. Read and interpret blueprints, specifications, or other forms of plans submitted for evaluation. Promote and support the mission, values, and standards of an effective organization, with insight toward providing high quality public service. Apply technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices. Maintain cooperative relations with builders, contractors, city staff, and the general public with firmness and tact. Effectively manage assigned programs and/or projects including administering the assigned budget and staff. Establish and maintain tactful and effective working relationships with staff, City officials, state and local authorities, those contacted through the course of work and the general public. Properly interpret, support and enforce the rules, regulations and policies of the Fire Department. Compile costs, prepare budgets and interpret statistical data. Learn City streets and geography. Develop and implement goals, objectives, policies and procedures, as directed. Supervise, train, motivate, evaluate, counsel and discipline assigned staff. Communicate clearly and concisely, orally and in writing.

**Licenses, Certificate and Special Requirements:**

Possession of valid (Class C) California Driver's license and the ability to maintain insurability under the City's vehicle insurance policy. Fire Protection Specialist Certification from the Office of the state Fire Marshal, Arson Investigator II, (California) or similar professional certification is desirable. Possession of a valid CPR certificate. California State Board of Fire Services Chief Officer certification is desired.

**Special Requirements**

May be required to work unusual hours and response to fire/emergency calls within a reasonable response time as required by Fire Department policy.

**Education and Experience**

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to a bachelors degree with a major in fire science, public administration, or a closely related field is highly desirable; Fire Prevention 1A, 1B, Fire Investigation 1A, 1B, and 2A, Firefighter II; hold the rank of a Company Officer or completion of thirty (30) semester units from an accredited college, of which fifteen (15) units must be from the Uniform Fire

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Technology or Fire Science Curricula. At least seven (7) years of progressively responsible fire prevention, fire code enforcement and fire arson investigation experience, and three and one-half or more years of progressively responsible administrative experience in municipal government. Seven years of municipal firefighting experience is highly desirable, three and one-half years must be as a fire officer. Experience in the development and enforcement of fire protection in areas with urban/wildland interface (UWI) issues; or an equivalent combination of training and experience is highly desirable.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 10-06**