

City of Grass Valley  
JOB DESCRIPTION



**FIRE MARSHAL  
Battalion Chief**

**Department: Fire Department**

**FSLA Status: Exempt**

**Reports To: Fire Chief or Designee**

**Unit: 1**

**Working Title: Fire Marshal**

**Work Week: 40 Hour**

**Adopted: June 28, 2022**

**Revised: June 22, 2022**

---

**SUMMARY OF JOB PURPOSE**

The Fire Marshal is responsible for managing and/or performing the functions of the Fire Prevention Bureau and responding to emergency incidents at the discretion of the fire chief. Responsibilities may include fire investigation, code enforcement, plan review, public education, fire and permit inspections, public information, and emergency response.

**SUPERVISION RECEIVED AND EXERCISED**

Immediate supervision may be provided by the Fire Chief or the Fire Chief's designee. The incumbent may supervise subordinate positions within the Fire Prevention Bureau.

**ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)**

- Perform fire and life safety inspections and other fire related inspections on commercial, industrial, residential or state licensed facilities;
- Perform plan checks on all building, development, fire protection systems, site and grading plans;
- Inspect new and modified fire protection systems;
- Conduct fire and life safety inspections for special events and public gatherings;
- Investigate complaints regarding violations of fire related codes and ordinances;
- Provide technical information related to fire prevention to the public, cooperators and the development community;
- Provide and/or supervise fire prevention public education programs to schools, businesses and organized groups;
- Conduct new construction inspections for compliance with fire and fire related codes, test fire protection systems and alarms;
- Investigate and resolve complaints regarding fire prevention code and ordinance violations;
- Provide fire prevention related technical information to various stakeholders within the community;
- Attend and participate in professional group meetings; stay informed of trends in fire prevention and investigation codes, ordinances and standards;
- Manage and/or provide fire prevention public education programs;
- Manage the company inspection program and provide related training as required;
- Implement and manage hazardous vegetation inspection/abatement program. Prepare and process liens for non-compliance/code violators;
- Maintain records and prepare reports on fire prevention bureau activities.

**City of Grass Valley  
JOB DESCRIPTION**



**FIRE MARSHAL**

**In the areas of fire law enforcement and fire investigation:**

- Enforce fire related laws, codes and ordinances;
- Conduct fire investigations and prepare case reports;
- Assist other agencies in investigative activities;
- Plan, write, and execute search warrants. May make arrests or issue citations for crimes committed under fire related laws, codes or ordinances;

**In the areas of emergency operations:**

- Respond to emergencies and fire alarms as necessary. May be assigned ICS staff positions for which he/she has been qualified;
- Support incident operations as Safety Officer, Staging Area Manager, Accountability Officer, Public Information Officer, and other ICS positions as required;
- Prepare media releases and distribute to media;
- Conduct and/or participate in training exercises and classes.

**In the areas of personnel management and administration**

- Supervise, direct, coordinate, and evaluate the work of assigned subordinate staff;
- Provide training to subordinate staff;
- Make necessary purchases consistent with city policy and department approval processes;
- Perform related duties as required or directed.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Fire, Building, Residential and Municipal Codes;
- Code enforcement and inspection methods;
- Commercial and residential construction;
- Fire protection system and inspection testing methods
- Building pre-plans;
- Fire behavior;
- The Incident Command System;
- Personnel Management and Supervision
- Basic computer skills;
- English language usage, spelling, grammar and punctuation.

**Skills in:**

- Working effectively with other city department employees in the development review process;
- Working effectively with the development and construction industry;
- Maintaining accurate records, files, and reports.

**City of Grass Valley  
JOB DESCRIPTION**



**FIRE MARSHAL**

**Ability to:**

- Administer the Fire Prevention Bureau objectives on a daily basis;
- Work with minimal supervision;
- Recognize, prioritize and complete necessary tasks;
- Communicate clearly and concisely both verbally and in writing;
- Establish and maintain cooperative relationships with those contacted in the course of work;
- Work in a rapidly changing environment.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying.

- High school diploma or General Education Degree (two- or four-year degree preferred);
- Minimum eight years fire experience with experience in fire prevention/code enforcement.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a valid Class C California Driver's License appropriate for operating all fire apparatus with an acceptable driving record and pass an appropriate background check prior to hire date;
- Certification from the California P.O.S.T., governing laws of arrest, search, and seizure as described in Section 832 of the California Penal Code within 6 months from date of appointment;

**At time of application the applicant shall have completed:**

Course work for Fire Inspector I  
Course work for Fire Inspector II  
Fire Investigation 1A and 1B

The Fire Marshal shall complete the California State Fire Marshal Task book for Fire Inspector I within 13 months of appointment.

**Required Course Work:**

1. Fire Inspector 1 A
2. Fire Inspector 1 B
3. Fire Inspector 1C
4. Fire Inspector 1D
5. Fire Investigation 1A
6. Fire Investigation 1B
7. Fire Investigation 1C
5. Fire Inspector 2 A
6. Fire Inspector 2 B
7. Fire Inspector 2 C
8. Fire Inspector 2 D
9. PC 832 Arrest Search and Seizure

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**City of Grass Valley  
JOB DESCRIPTION**



**FIRE MARSHAL**

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

**REASONING ABILITY**

Ability to understand and carry out instructions provided in written, oral or diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

**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 this job.*

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools, and talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 100 pounds. Hear in the normal audio range with or without correction. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The employee must be able to work in variable temperatures and weather conditions and have the ability and willingness to work around and to tolerate unpleasant odors and objectionable substances common to the field.

Must be free from any physical, emotional, and/or mental condition which might adversely affect the ability to perform essential job functions.

**WORKING ENVIROMENT**

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow, and heat. The employee is occasionally exposed to risk of extreme temperatures, inclement weather, hazardous chemicals, biohazards, and injury.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.