

CITY OF LINCOLN

FIRE MARSHAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the general direction of the Fire Chief, the Fire Marshal is responsible for participating in the development, planning, administration, and coordination of the City's fire prevention function. The Fire Marshal performs a full range of technical fire prevention duties; provides highly complex staff assistance to the Fire Chief and others; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Fire Marshal is a supervisory/management level, sworn classification. Working independently under minimal supervision, incumbents are responsible for fire inspections and prevention, code enforcement, plan reviews and inspections, and education programs. Incumbents report to the Fire Chief.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Fire Chief or designee, and provides technical assistance fire prevention and suppression personnel, and may exercise technical and functional supervision over assigned staff and/or volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Participates in critical planning and development activities; plans, organizes, coordinates, conducts, and attends meetings with various personnel involved in community development activities, including developers, architects, contractors, business owners, other Fire Department staff, and the City's building and engineering staff; serves as the Fire Department's representative on the City's Project Evaluation Committee.
- Performs technical plan reviews; reviews plans of proposed residential, commercial, and industrial complex developments from preliminary proposal, improvement plans, final map recordation, construction and installation of fire and life safety systems; conducts EIR reviews.
- Performs technical field inspections; performs inspections on new and remodeled construction, changes in occupancy/use, and special requests to ensure compliance with local, state, and federal codes, regulations, ordinances, laws, and construction standards for the installation of public improvements, fire and life safety equipment, addressing and access/egress in and to structures.
- Plans, coordinates, and supervises the acceptance of public improvements; performs or delegates acceptance inspections for the installation of fire hydrants.

- Participates in fire cause and origin investigations; assists Chief Officer or serves as lead investigator in order to determine fire cause and origin.
- Plans, coordinates, and supervises mapping of new developments; receives, documents, and distributes information to appropriate staff; supervises the insertion of new development maps into Department base maps and emergency response guides.
- Develops and presents educational programs, speeches, and learning activities to provide information about fire prevention to a variety of audiences; arranges necessary materials, equipment and personnel; sets up for events and programs as necessary.
- Acts as a representative of the City and Department in public settings, professional meetings, and interagency collaborations; serves as a liaison to community members, external organizations, and internal departments; facilitates coordination of services, addresses concerns, and supports the achievement of departmental and community objectives.
- Assists in a variety of operational and administrative activities including establishing fire prevention goals and objectives, preparation of budgets, researching information, preparing reports, and providing administrative support to management staff.
- Stays abreast of new trends and innovations in the field of fire prevention; maintains certifications as required.
- Participates as a member of the Fire Chief's staff; assists in the development and administration of Department goals, objectives, and Administrative and Standard Operating Guidelines.
- Supervises subordinates in the management of special project assignments.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts information counseling on work issues.
- Trains, motivates, and evaluates assigned staff, and provides or coordinates training to correct deficiencies.
- Conducts meetings with company officers or others, as necessary, for the proper dissemination of information, procedural updates, changes in Department guidelines, and other information from staff meetings; participates with Fire Captains in the training of staff.
- Within established guidelines, provides for the safety of Department personnel and members of the public at emergency and non-emergency events.
- Responds to emergency and non-emergency events as required and, if warranted, assumes and maintains command until relieved by a superior officer.
- Makes technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from company officers.
- Attends drills, meetings, classes or other functions as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, crouching, and lifting more than 50 pounds in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in creating reports, and using a computer keyboard. Additionally, the position requires near, far, night, and color vision in situations where there is viewing of maps and fire scenes. When providing emergency services, the position may be required to walk or run on uneven and slippery surfaces and climb ladders. Position may be required to work outdoors in all weather conditions; around loud siren noise; and moving vehicles. This position's responsibilities will work around fires, chemicals, pesticides, blood, and other potentially toxic exposures. Position may be subject to stressful situations and work unusual and prolonged hours during emergencies, including multiweek mutual aid assignments. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Fire Marshal**. A typical way of obtaining the required qualifications is to possess:

Education: An associate's degree in fire science, fire technology, fire administration, public administration, business administration, or a related field. A bachelor's degree in one of the aforementioned fields is desirable.

Experience: Five (5) years of command/supervisory experience at the level of Fire Captain with the Lincoln Fire Department or equivalent level position in another Fire Department/Agency/District

License/Certificate:**Required:**

- State of California Certified Firefighter I & II Certificate or equivalent.
- Possession of Class A or B State of California driver's license or Class C State of California driver's license with a Firefighter endorsement.
- Possession of ICS 100, 200, 300, 700 & 800
- Current EMT I Certificate
- Possession of, or ability to obtain, a Hazardous Materials IC within 12 months of being appointed.
- State Fire Training (SFM) Chief Officer Certificate (old) or Certified Chief Fire Officer (new) or all coursework completed for the State of California Chief Fire Officer Certificate (new curriculum).
- Possession of, or ability to obtain, a Fire Marshal certificate issued by the California State Fire Marshal within 12 months of being appointed.
- Possession of, or ability to obtain, a Plans Examiner certificate issued by the California State Fire Marshal within 12 months of being appointed.

- Possession of, or ability to obtain, a Fire Code Inspector certificate issued by International Code Council (ICC) or National Code Services Association (UFCA) within 12 months of being appointed.
- Possession of, or ability to obtain, a California PC 832 certificate within 12 months of being appointed.

Desirable:

- Previous fire prevention and/or fire inspection experience
- State Fire Marshal experience
- Plans examiner experience
- Safety Officer Certificate S-404

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

Comprehensive understanding of fire prevention principles and practices; in-depth knowledge of fire safety codes and regulations; familiarity with state and local building codes and ordinances; knowledge of fire inspection procedures and techniques; understanding of hazardous materials management and safety protocols; knowledge of preplanning processes for fire safety and emergency response; proficiency in using fire prevention and inspection software and technology; awareness of current trends and developments in fire prevention and safety; understanding of community risk reduction strategies; knowledge of emergency management and disaster preparedness planning; familiarity with the principles of public administration and management; understanding of budgeting and financial management in a public safety context; knowledge of training and staff development methods; familiarity with public education and community outreach strategies; understanding of legal and ethical issues in fire prevention and safety; awareness of the roles and responsibilities of other city departments and agencies in fire prevention efforts.

Skill to:

Lead and coordinate complex fire prevention programs and inspection activities; use computers, specialized software, and data systems to manage inspections, reporting, and communication; read, interpret, and explain building plans, fire codes, and technical specifications; write clear, concise, and technically accurate reports, memos, and correspondence; make effective presentations to a variety of audiences including the public, developers, elected officials, and technical professionals; perform complex fire cause and origin investigations, and compile evidence for administrative or legal proceedings; analyze and solve complex technical and regulatory issues related to fire and life safety; strategically plan, forecast needs, and develop operational objectives and mitigation strategies; supervise, motivate, and evaluate staff with fairness and consistency; apply fire and life safety codes with flexibility to explore alternate means and methods for compliance.

Ability to:

Supervise and manage assigned staff effectively; develop and implement fire prevention programs

and initiatives; interpret and enforce fire safety codes and regulations; conduct thorough fire inspections and identify potential hazards; collaborate with other city departments and external agencies; communicate clearly and effectively, both verbally and in writing; communicate clearly to management; use fire prevention and inspection software proficiently; develop and manage budgets and financial resources; plan and execute community risk reduction strategies; conduct public education and community outreach activities; analyze complex situations and make sound decisions; prepare detailed reports and documentation; train and develop staff in fire prevention techniques and practices; maintain up-to-date knowledge of fire prevention trends and best practices; handle multiple tasks and projects simultaneously; work effectively under pressure and in emergency situations.

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| Salary Range: | Refer to Unrepresented Group's Salary Schedule |
| FLSA: | Exempt |
| Employee Group: | Contract/At Will |
| Adopted: | July 22, 2025 |