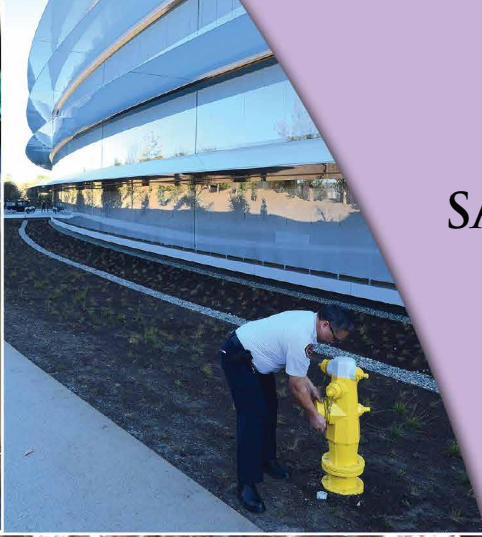


SANTA CLARA COUNTY  
CENTRAL FIRE  
PROTECTION  
DISTRICT, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

HAZARDOUS  
MATERIALS  
ASSISTANT FIRE  
MARSHAL



## THE COMMUNITY

With a population of nearly 1.8 million, the County of Santa Clara is one of the largest in the state of California and the largest of the nine Bay Area counties. The County is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. A significant portion of the County's land area is unincorporated ranch and farmland. The fertile Santa Clara Valley runs the entire length of the County from north to south, ringed by the rolling hills of the Diablo Range on the east, and the Santa Cruz Mountains on the west. Salt marshes and wetlands lie in the northwestern part of the County, adjacent to the waters of San Francisco Bay. Nearly 92% of the population lives in cities.

The County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. It has one of the highest median family incomes in the country and has a culture rich in its history, ethnic diversity (over 100 languages and dialects are spoken), artistic endeavors, sports venues, and academic institutions. The County is home to professional soccer, professional hockey, professional football and minor league baseball teams. The County operates 28 parks covering more than 50,000 acres, and numerous public and private golf courses are located throughout the County. Stanford University, Santa Clara University, and San Jose State University, as well as excellent community colleges, serve the County's student population. Museums, art galleries, an abundance of performing arts venues, and local theme parks and venues for children and adults, can be found throughout the County. With its numerous amenities and one of the highest standards of living in the country, the County has long been considered one of the best areas in the United States in which to live and work.

The Santa Clara County Fire Department strives to keep the communities it serves safe and informed through announcements, events, publications, and press releases. One such event includes an annual 5K run/walk to promote healthy activity and raise funds that benefit children's health services in the area. The Department provides programs to educate participants about emergency preparedness and provide basic disaster response training to assist others when first responders might not be immediately available to help.

## THE ORGANIZATION

Established in 1947, the Santa Clara County Central Fire Protection District (dba: Santa Clara County Fire Department) is a dependent special district that provides fire services to a portion of Santa Clara County, California including the communities of Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, and Saratoga. The Department also provides protection for the unincorporated areas adjacent to those cities.

Wrapping in an approximately 20-mile arc around the southern end of "Silicon Valley," the Santa Clara County Fire Department has grown to include 15 fire stations, an administrative headquarters, a maintenance facility, and five other support facilities to cover 128.3 square miles (267 square km) and a population of over 226,700.

The Department's fleet currently consists of 40 firefighting apparatus and 70 sedans, SUVs and pickup trucks.

The Santa Clara County Fire Department offers all hazard resources and services that are divided into eight major sections: Fire Prevention,

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Operations, Support Services, Training, Business Services, Personnel Services, Communications, and Emergency Management. The Department employs over 316 fire prevention, suppression, administration, and support personnel; daily emergency response consists of 66 employees. The Department's suppression force is also augmented by approximately 30 volunteer firefighters. The Department has a FY 2017-18 budget of \$126 million.

## THE POSITION

Under the general direction of the Deputy Chief or Director of Fire Prevention, the Hazardous Materials Assistant Fire Marshal is responsible for the day-to-day administration of the hazardous materials and fire investigation programs and personnel. The Hazardous Materials Assistant Fire Marshal plans, organizes, directs, and oversees the Department's hazardous materials program, fire investigation program, and may include the code enforcement program and/or other related activities within the Department. This classification is a Fair Labor Standards Act exempt, represented position in the Classified Service.

Essential functions of the Hazardous Materials Assistant Fire Marshal include, but are not limited to, the following:

- Plan, manage, supervise, and participate in the work assignments and activities of the Senior Hazardous Materials Specialist, Hazardous Materials Specialists, and on-call fire investigators.
- Oversee and direct the development, organization, coordination, and implementation of the hazardous materials and fire investigation programs.
- Train and lead hazardous materials personnel and on-call fire investigators in various elements of hazardous materials regulation enforcement and fire investigation techniques.
- Manage the continuous evaluation and development of the Department's hazardous materials and fire investigation programs; identify and implement modifications to achieve quality, standardization, sustainability and operational improvements.
- Collaborate with the Assistant Fire Marshal and Community Risk Program Director to accomplish Division goals, organize and implement career development training and distribute relevant information, bulletins,



notices and updates to Department personnel.

- Collaborate with Department personnel and partner agencies to support youth firesetter diversion programs.
- Work closely with the Department's Assistant Fire Marshal to coordinate, support, and manage the hazardous materials and fire investigation programs as well as other Division functions and services.
- Direct and oversee the investigation of hazardous materials complaints and violations.
- Confer with local, state, and federal law enforcement agencies to aid in hazardous materials regulation enforcement and fire investigations.
- Coordinate resources to conduct origin and cause investigations of all fires within the Department's jurisdiction and notify the appropriate law enforcement agency when criminal activity is suspected.
- Serve as a technical expert to the Incident Commander during hazardous materials incidents and may enter areas where hazardous and other materials are present to evaluate and determine degree of hazard.
- Oversee the development, organization, and maintenance of written and electronic records related to hazardous materials compliance and fire investigations.
- Gather and submit pre-trial evidence, documents, and other case-related items. Provide testimony in depositions and/or court proceedings.
- Write policies, procedures and guidelines consistent with program goals and objectives.



aboveground storage facility installations, modifications, and closures. The typical candidate will have knowledge of pertinent federal, state, and local laws, regulations, codes, and ordinances related to hazardous materials, fire and life safety inspections, investigation, and training, as well as being well-versed in applying fire and building codes related to proper storage, use, and handling of hazardous materials and toxic gases; basic chemical principles and applications to identify and evaluate hazardous chemical situations and reactions; and principles, practices, and procedures of modern fire investigation, prevention and suppression. The selected candidate will demonstrate professional discretion in political environments and maintain a calm and professional demeanor in difficult situations. The Department will benefit from a candidate with the ability to effectively plan, lead, direct, supervise, and evaluate the activities of hazardous materials personnel and on-call fire investigators; accurately interpret and apply hazardous materials code regulations and ordinances; review and interpret construction documents; identify potential risks in the storage, handling, and use of hazardous materials and recommend corrective actions; and analyze situations, research information, make observations, seek clarification, and make appropriate recommendations.

## THE IDEAL CANDIDATE

The Santa Clara County Fire Department is seeking a Hazardous Materials Assistant Fire Marshal to provide effective leadership to the Fire Prevention Division. The ideal candidate will have proven leadership experience, and a balance of technical skills and personal attributes, capable of organizing and directing staff to accomplish the goals established by the Department. The successful candidate will have a track record of maintaining the highest level of integrity by adherence to ethical and professional standards.

The ideal candidate is a highly skilled and strongly motivated individual with excellent leadership, management and administrative skills. The incoming Hazardous Materials Assistant Fire Marshal will demonstrate the ability to coach and mentor staff and be able to build good rapport with various stakeholders to coordinate activities. The selected candidate will be an active problem solver who anticipates and responds to concerns in a timely manner and identifies potential solutions. The candidate will have excellent verbal and written communication and be politically aware and sensitive. The successful candidate will prove to be a forward and strategic-thinker with a mindset for continuous improvement, capable of implementation through teamwork and collaboration and able to communicate effectively with employees, executive staff, elected officials, and community leaders.

The incoming Hazardous Materials Assistant Fire Marshal should demonstrate technical expertise in all aspects of hazardous materials, inspections and fire investigations, including hazardous materials compliance plans, specifically underground and

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The administrative aspects of this position will require strong management, technical, and budget administration skills. The Hazardous Materials Assistant Fire Marshal must be capable of communicating professionally and maintaining effective working relationships with both individuals and groups contacted in the course of work. The ideal candidate will have the ability to effectively plan, direct, coordinate, and manage complex projects, activities, and specialized administrative duties while advancing Department initiatives and implementing organizational changes.

The minimum requirements for this position is possession of a Bachelor's degree from an accredited four-year college or university with major course work in fire science, fire administration, fire protection engineering, business administration, environmental studies or a science associated with

the study of hazardous materials or environmental protection; and a minimum of eight (8) years of increasingly responsible work experience in a governmental regulatory agency conducting inspections and investigations, reviewing plans, performing other code compliance functions related to the storage, handling, and use of hazardous materials, of which three (3) of those years are in a supervisory capacity. Candidates must have successfully completed and passed the California State Fire Training coursework in either Fire Prevention (Fire Prevention IA, IB, and IC - retired) or the current Fire Inspector I (Fire Inspector IA, IB, IC, and ID); or will be required to do so within one (1) year of employment; or when courses become available. International Code Council (ICC) California Underground Storage Tank Inspector certification must be obtained within six (6) months of appointment and maintained as required by state law to perform assigned duties. Candidates also must have successfully completed and passed the California State Fire Training for Fire Investigator I & II (Fire Investigation IA, IB, 2A, and 2B – retired) or current Fire Investigator 2017 (Fire Investigation IA, IB, and IC), and California Penal Code 832 is required. Classes may be taken when courses become available. A valid state of California driver's license is also required. As a condition of employment, the selected candidate must complete and pass a background check, Live Scan fingerprint, psychological evaluation, and complete a medical examination.

## THE COMPENSATION

The monthly salary range for the Hazardous Materials Assistant Fire Marshal is \$13,334.84 - \$16,208.58; placement within this range is dependent upon qualifications. The Department also offers an attractive benefits package including:

**Retirement** – This position is classified Safety under the California Public Employees' Retirement System (CalPERS). Classic members will receive the retirement formula of 3% @ 50, while PEPRA members will receive the retirement formula of 2.7% @ 57. Classic members currently pay an employee's contribution portion of 9%; PEPRA members currently pay a 10.25% contribution. Department employees do not pay into Social Security.

**Medical** – Premium fully covered by the Department for the employee and their dependent(s). Participants can choose from Kaiser or United Health Care plans.

**Retiree Medical** – Retiree with 10 years of service paid for by the Department.

**Dental** – Premium fully covered by the Department for the employee and their dependent(s). Plan is provided through Delta Dental.

**Vision** – Self-insured vision plan for the employee and their dependent(s). The plan provides for coverage for examinations, lenses, and frames every 12 months.

**Employee Assistance Program** – Family coverage up to 5 free visits per year.

**Life Insurance** – \$50,000 coverage for life and accidental death dismemberment provided by the Department. Supplemental life insurance amount of \$40,000 or \$100,000 is available via payroll deductions.

**Long-Term Disability** – Premium paid by the Department.

**Deferred Compensation** – Available via payroll deduction.

**Social Security** – Department and employee contribute to Medicare; no OASDI.

**Vacation** – Vacation leave of 2 to 4 weeks depending on years of service, with option to convert sick leave to vacation leave.



**Sick Leave** – Employee accrues 5.6 hours of sick leave per pay period (or 145.6 hours per year); unused days applied to years of service at retirement, provided the maximum has not yet been reached.

**Personal Leave** – Personal leave of 24 hours per fiscal year, with option to convert sick leave to personal leave, and the ability to cash out up to 40 hours of available personal leave at any time.

**Holidays** – 13 holidays per year, including two (2) floating holidays.

**Education Leave** – Up to 40 hours of paid release time every 12 months, on a rolling basis, for school, seminars, and career development.

**Education Reimbursement** – Education reimbursement of up to \$2,600 per fiscal year, with additional amounts if the employee is pursuing a higher education degree.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at:

**[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)**

to apply online. Applicants will be required to complete a brief supplemental questionnaire.

**Filing Deadline:  
February 22, 2019**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the Santa Clara County Central Fire Protection District, tentatively scheduled to take place towards the end of March. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080

