



SANTA CLARA COUNTY FIRE DEPARTMENT

14700 Winchester Blvd., Los Gatos, CA 95032 | (408) 378-4010 | www.sccfd.org

ANNOUNCEMENT OF AN OPEN AND COMPETITIVE EXAMINATION

Assistant Fire Marshal

Current Monthly Salary Range: \$15,038.19 to \$18,279.02

Submission Deadline: Open Until Filled

The Department reserves the right to close the announcement at any time without notice. Interested applicants are encouraged to apply early.

Why Santa Clara County Fire Department?

Santa Clara County Fire Department is a progressive department of dedicated and skilled employees, focused on providing the highest level of courtesy and service to our customers and served jurisdictions. We honor our diversity, value each person's individual talents, and we strive to do and be better, while respecting our past and planning for our future.

Why Fire Prevention?

Santa Clara County Fire Department's Fire Prevention Division is committed to the communities we serve by saving lives and protecting property. The division is responsible for plan review and inspection services for all new construction within our district, contract cities, and the unincorporated areas of Santa Clara County. We inspect existing facilities to ensure compliance with all applicable codes and standards as it pertains to building construction, fire/life safety systems, and the use of hazardous materials.

What benefits do we offer?

- Department fully paid medical and dental premiums
- Vision reimbursement plan
- Paid life insurance of \$50,000
- Education reimbursement plan
- Generous paid leave program that includes personal leave, sick leave, vacation, 13 holidays per year, alternate work schedule options.
- CalPERS retirement/pension benefit - Retirement benefits conform to the California Public Employees' Retirement System. Currently, Classic Miscellaneous employees pay 8% of employee contribution, which is tax-deferred. In addition, Classic Miscellaneous employees pay 1% of salary to the employer's portion of CalPERS. Public Employee Pension Reform Act (PEPRA) employees currently pay 7.5% of employee contribution, which is tax-deferred.
- The Department does not pay into Social Security.

The classification of Assistant Fire Marshal is a Fair Labor Standards Act exempt position in the Classified Service. This classification is represented by International Association of Fire Fighters Local 1165.

What will you do as an Assistant Fire Marshal?

(For more detailed information, please refer to the [Assistant Fire Marshal job specification](#).)

Under the general direction of the Deputy Chief or Director of Fire Prevention, the Assistant Fire Marshal is responsible for the day-to-day administration and management of technical and supervisory fire prevention personnel. The Assistant Fire Marshal plans, organizes, directs, and oversees plans examinations, fire and life safety inspections, wildland urban interface compliance, land development, and related programs, services, and activities within the Fire Prevention Division.

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

- Plan, manage, direct, and supervise the activities, functions, and programs performed by Senior Deputy Fire Marshals, Deputy Fire Marshals, Senior Fire Plans Examiners, and Fire Plans Examiners, and other assigned personnel, as well as ensure that all service and contract obligations with the cities/towns, universities, and County are met.
- Oversee and direct the development, organization, implementation, and management of construction plan reviews and field inspections at both the County Fire Marshal's Office and Santa Clara County Fire Department's Fire Prevention Office.
- Oversee training, career development, and mentoring for personnel performing land development services, fire and life safety inspections, and fire plans examination; provide guidance, input, and feedback, including employee recognition and progressive discipline, as necessary.
- Manage the continuous evaluation and development of the Fire Prevention Division; identify and implement modifications to achieve quality, standardization, sustainability, and operational improvements.
- Collaborate with the Hazardous Materials 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.
- Serve as a technical advisor to the Deputy Chief/Director of Fire Prevention in interpreting, applying and/or enforcing fire, building and municipal codes related to land development, code enforcement, and fire plans examination.
- Collaborate with Department personnel and partner agencies to support internship and career development programs.
- Provide technical assistance, support, and direction to land development, fire and life safety inspection, and fire plans examination personnel.
- Conduct analytic studies, maintain records, prepare reports, and deliver presentations.
- Write policies, procedures, and guidelines consistent with program goals and objectives.

What will you bring to County Fire?

The ideal candidate is a highly skilled and strongly motivated individual with excellent leadership, management, and administrative skills. The incoming 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 successful candidate will have a track record of maintaining the highest level of integrity by adherence to ethical and professional standards.

The incoming Assistant Fire Marshal should demonstrate technical expertise in all aspects of fire prevention, including building construction features, water supplies, fire apparatus access requirements, fire sprinkler systems, fire alarm systems, wet and dry standpipe systems, and wildland urban interface requirements.

How can you qualify for this position? (For more detailed information, please refer to the [Assistant Fire Marshal job specification](#).)

Education and Experience:

The minimum requirements for this position are possession of a Bachelor's degree from an accredited college or university with major course work in fire science, fire administration, fire protection engineering, business administration, or a closely related field; and a minimum of eight (8) years of increasingly responsible work experience in governmental fire prevention, of which three (3) of those years are in a supervisory capacity.

As a condition of employment, an incumbent must have successfully completed and passed the required California State Fire Marshal coursework; or will be required to do so within one (1) year of employment. See job description for specific coursework.

Knowledge of:

The typical candidate will have knowledge of applicable local, state, and federal laws and regulations as they pertain to fire departments, land development, field inspections, and plan reviews. The administrative aspects of this position will require strong management, technical, and budget administration skills.

Skills & Ability to:

The Department is seeking candidates with excellent verbal and written communication skills who are 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 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 incumbent must be able to effectively plan, lead, direct, supervise, and evaluate the activities of land development, fire and life safety inspection, and fire plans examination personnel; provide interpretation and implementation of adopted codes and standards; assist with research, development, and revision of new codes, standards, and policies; and analyze situations, research information, make observations, seek clarification, and make appropriate recommendations.

Curious about the working conditions and physical demands?

Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable, and combustible materials. Work involves physical exertion, including standing, stooping, reaching, crawling, and climbing. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

Required License: Possession of a valid state of California driver's license.

Pre-employment Requirements: The candidate must pass a Live Scan fingerprint, a background check, and complete a medical examination.

Ready to apply?

Please visit the Santa Clara County Fire Department employment opportunity website portal (www.sccfd.org, then select "Employment & Careers," then "Current Openings"). Do a search for the position of "Assistant Fire Marshal." If you have not previously done so, you will need to complete an applicant profile. As part of the job submittal, you are required to upload your résumé where indicated. Please be prepared to provide proof of education, if requested, after the oral board process. Complete the supplemental questions where prompted to do so. Incomplete submittals will not be accepted or considered.

Don't miss out on this opportunity! This position will be open until filled, and may close at any time. Interested applicants are strongly encouraged to apply as soon as possible.

Applications are reviewed on an ongoing basis, and information regarding the next steps in the recruitment process will be sent via email. Be sure to check your email regularly for status updates. Please check your spam or junk folders in the event the email did not deliver to your email inbox.

Based upon a review of the received applications, the most qualified candidates will be invited to participate in the examination process, which will include an oral board interview. The order in which applications are received may be used to determine eligibility to continue in the recruitment process.

If you have questions regarding the position of Assistant Fire Marshal or the application and selection process outlined herein, please contact Senior Management Analyst Tricia Yin at (408) 341-4448 or via email at recruitment@sccfd.org.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise Personnel Services upon submittal of application. Documentation of the need for accommodation must accompany the request.

The Department is an Equal Opportunity Employer.