

**EXHIBIT A****CITY OF OCEANSIDE****NEW: JANUARY 2025****JOB CODE:****UNIT: OFA****DEPUTY FIRE MARSHAL I**  
**DEPUTY FIRE MARSHAL II****DEFINITION**

Perform a variety of duties pertaining to fire protection and prevention. Complete basic to complex plan review of construction projects, conduct annual business, state-mandated and construction inspections for compliance with local, state, and federal regulations. Perform work involving weed abatement and hazard reduction inspections, fire prevention education programs and fire investigations identifying cause and origin of fire. Perform additional job-related duties.

**CLASS CHARACTERISTICS**

**Deputy Fire Marshal I** – This is an entry-level fire prevention position performing routine annual inspections, construction inspections, and basic plan review. Advancement to the level II is based on demonstrated proficiency in performing the assigned functions, department need, and is at the discretion of the department director.

**Deputy Fire Marshal II** – This is a journey-level fire prevention position. This class is distinguished from the Deputy Fire Marshal I by the performance of the full range of specialized technical duties including complex fire plan review and ability to perform full range of duties with only occasional instruction or assistance as unusual or unique situations arise.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, not are all listed tasks necessarily performed by everyone in this class.*

Performs a wide range of fire plan reviews, including but not limited to; building, grading, hazardous materials, and fire protection systems to ensure that installations meet current Title 24 and NFPA codes, laws, and standards. Perform various fire prevention inspections, such as state-mandated annual inspections, residential and commercial construction inspections, fire sprinkler systems, fire alarm systems, underground private fire mains, alternative fire suppression systems, fire hydrant fire flow inspections, business license inspections, hazardous material inspections, operational permits, defensible space inspections, and short-term rental inspections. Maintain accurate files and records pertaining to inspections and actions taken. Issue and review safety violation notices and re-inspect for compliance; investigate citizen complaints regarding fire and or/life safety hazards. Advise developers, contractors, property owners and the public in matters related to fire prevention, code interpretation, code

enforcement, and hazardous materials storage, use and handling. Conducts origin, cause, and arson fire investigations as an on-duty fire investigator and writes detailed reports based on findings. Conduct fire prevention education programs. Perform additional job-related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles and techniques of fire inspections, fire and building codes, and construction practices and materials.
- Fire prevention safety principles, applicable codes, ordinances, and standards.
- Fire protection and suppression systems.
- Fire causes, behavior, and its effects.
- Fire and arson investigations.
- Principles and procedures of plan review.
- Methods of report writing.

### **Ability to:**

- Learn, interpret, explain, and enforce applicable codes, regulations, ordinances, and laws.
- Learn the practices, procedures, and methods of fire plan review.
- Comprehend plans and specifications.
- Read, interpret and apply local and state codes, laws and ordinances pertaining to fire prevention and hazardous materials.
- Prepare comprehensive reports and give oral presentations.
- Make decisions requiring independent judgment.
- Conduct fire and arson investigations.
- Analyze and compile technical information on fire protection and safety code violations.
- Communicate clearly and concisely, both verbally and in writing.
- Give presentations to the community regarding fire safety.
- Establish and maintain effective working relationships with others during the course of work.

## **EXPERIENCE AND TRAINING**

### **Deputy Fire Marshal I:**

**Experience:** Some experience in fire prevention-related inspection work, including knowledge of current codes, laws, and regulations.

**Training:** Graduation from high school or equivalent.

**License/Certificate:** Possession of, or ability to obtain and maintain, an appropriate valid California driver's license.

### **California State Fire Marshal Courses:**

Fire Inspector 1A, Fire Inspector 1B, Fire Inspector 1C, Fire Inspector 1D

## **DESIRABLE COURSEWORK FOR DEPUTY FIRE MARSHAL I:**

Hazardous Material First Responder Awareness issued by CSTI, IAFF, or SFT.

Fire Investigation 1A, Fire Investigation 1B, Fire Investigation 1C

OR Fire Investigator 1A, Fire Investigator 1B, Fire Investigator 1C

## **Deputy Fire Marshal II:**

### **Knowledge of:**

- Understand and determine occupancy classifications.
- Fire plan review in commercial and residential building occupancies.
- Fire protection and suppression systems.
- Hazardous material storage requirements.
- California Code of Regulations Title 24 and NFPA standards.
- Wildland Urban Interface construction requirements.
- Fire Investigation methods and report writing.

### **Ability to:**

- Read, interpret, and enforce applicable codes, regulations, ordinances, and laws.
- Utilize software programs for inspections and plan review.
- Perform complex plan review reviews for commercial and residential buildings.
- Perform complex plan reviews for fire protection systems.
- Communicate clearly and concisely, both verbally and in writing.
- Give presentations to the community regarding fire safety.

### **Experience:**

Two years of increasingly responsible experience in building and/or fire protection plan review or building/fire protection inspections.

**Training:** An Associate's degree from an accredited college or university in Fire Prevention or related field or a minimum of sixty (60) college semester units from an accredited college or university.

### **Licenses/Certificates:**

Possession of, or ability to obtain and maintain, a Class C California driver's license.

In addition to the certifications for Deputy Fire Marshal I, possess the following California State Fire Marshal courses:

Fire Inspector 2A, Fire Inspector 2B, Fire Inspector 2C, Fire Inspector 2D

Plans Examiner 1A, Plans Examiner 1B, Plans Examiner 1C

Fire Investigation 1A, Fire Investigation 1B, Fire Investigation 1C

OR Fire Investigator 1A, Fire Investigator 1B, Fire Investigator 1C

## **WORKING CONDITIONS**

### **ENVIRONMENTAL CONDITIONS:**

The demands encountered in the course of performing his/her duties and responsibilities are varied and range from the office environment to the field environment with exposure to varied weather conditions, environmental hazards, and temperatures.

### **PHYSICAL CONDITIONS:**

Essential functions may require performing duties indoors and outdoors, including driving to offsite locations, and in all types of weather. Requires ability to stand, sit, walk, stoop, squat, twist, crawl, and climb ladders; to perform duties in areas of unstable footing, on roofs, in attics, in basements, in crawl spaces, at or near ceilings of tall buildings, and in confined spaces.