



CITY OF SANTA ROSA
invites applications for the position of:
**Division Chief Fire
Marshal**

An Equal Opportunity Employer

SALARY: \$71.41 - \$96.06 Hourly
\$12,377.17 - \$16,650.50 Monthly
\$148,526.00 - \$199,806.00 Annually

OPENING DATE: 10/13/21

CLOSING DATE: 11/08/21 11:59 PM

THE POSITION:

Bring your technical and leadership skills to the City of Santa Rosa's Fire Prevention Division!



Annual salary range without Retiree Stipend is \$154,154 - \$199,806.

Annual salary range for promotional candidates (only) with Retiree Stipend is \$148,526 - \$194,100.

As the next Division Chief Fire Marshal, you will command, develop, direct and supervise the Fire Prevention Program of the Fire Department and provide highly responsible and technical staff assistance to the Deputy Fire Chief and Fire Chief. You will exercise considerable independent judgment in the management and operation of the Fire Prevention Division, whose activities encompass fire safety, public education, hazardous materials management, fire cause and arson investigation, building and construction inspections and plan checks for compliance with fire codes and ordinances, and weed, rubbish and trash abatement.

THE BENEFITS OF CITY EMPLOYMENT

In addition to an excellent salary, benefits include CalPERS retirement system; CalPERS health plans, medical, dental and vision benefits, paid holidays, a retirement health savings account, vacation, sick and administrative leave; life insurance; long term disability insurance; and a 457 deferred compensation plan. For more information, visit the **[City's benefits page](#)**.

SELECTION PROCESS

The selection process will begin with a minimum qualifications assessment and an application and supplemental questionnaire review. Top candidates identified through this process will be invited to participate in an assessment center/interview process. It is anticipated that the assessment center will take place the week of November 29, and interviews with the Fire Department the week of December 6. Final steps will include a background check, psychological and physical exam.

Please complete a thoughtful, thorough supplemental questionnaire submission. As part of the selection process, your responses to these questions will be scored using criteria specific to this position. Incomplete responses, or responses such as "See Resume", may not be considered.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The following duties are considered essential for this job classification:



- Manage and administer a comprehensive fire prevention program;
- supervise, train and evaluate assigned staff;
- prepare and administer Division budget;
- inspect buildings and facilities;
- assist in the development and implementation of policies, goals, objectives, and priorities;
- develop and implement procedures and practices for providing public fire safety education;
- review plans, conduct inspections, and investigate fire causes and arson cases;
- abate fire hazards;
- coordinate the activities of the Fire Prevention Division with other programs of the Fire Department;
- make presentations before the City Council, City commissions, boards, and committees on fire prevention matters, as necessary;
- meet with architects, engineers, contractors, and others involved in development and construction activities which affect the City's fire prevention program;
- conduct field inspections of construction projects as necessary;
- evaluate existing fire safety conditions and federal, state, and local codes applicable to fire safety;
- coordinate activities with other City departments as necessary;
- recommend policies, procedures, and ordinance revisions as necessary;
- develop and maintain a variety of records and reports;
- develop financial and budgetary plans;
- supervise and participate in the conduct of fire loss investigations;
- determine the origin, cause, and loss value of fire incidents;
- collect evidence and participate in prosecution activities as required;
- give public presentations;
- make comprehensive, technical plan checks of proposed projects to determine fire safety conditions and needs;
- manage support staff;
- oversee assigned Department projects;
- perform related duties as assigned.

In addition to the essential duties listed above, the Fire Marshal may also perform the following duties:

- Assist with labor/management relations activities as assigned;

- respond as a command officer to emergency incidents;
- may serve as Fire Investigator;
- serve as the Acting Fire Chief.

REQUIRED QUALIFICATIONS:

Knowledge of: Principles, methods, and practices of modern fire prevention, public education, fire suppression, emergency medical, rescue and hazardous materials activities; investigation techniques; applicable local, state, and federal codes and regulations, including rules of evidence, search, seizure, and arrest; mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials and hazardous substances; principles and practices of organization, administration, budgeting, and personnel management.

Ability to: Plan, organize, evaluate and participate in a comprehensive fire prevention management program; investigate fires and determine their origin and cause; prepare and maintain a variety of records and reports; communicate effectively orally and in writing; make effective presentations to groups; comprehend and make inferences from written material; produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; read and interpret construction plans and specifications; develop and implement policies and procedures; represent the Fire Department when meeting with contractors, engineers, and developers and in public meetings; work cooperatively with others; supervise, train, and evaluate assigned subordinates.

Experience and Education: Any combination of experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience -Sufficient years of increasingly responsible fire department experience, including substantial management and supervisory responsibilities to demonstrate possession of the knowledge, skills, and abilities listed above; Education -Equivalent to an Associate of Arts degree from an accredited college with major work in fire science, fire administration, public or business administration, engineering, environmental science or hazardous materials management, or other related field; possession of a Bachelors of Arts degree from an accredited college is desirable. Completion of course requirements for CA State Board of Fire Services certification as a Fire Inspector I and II, Chief Fire Officer and Fire Investigator is desirable.

ADDITIONAL INFORMATION:

For a complete job description, [click here](#).

THE SANTA ROSA FIRE DEPARTMENT

The City of Santa Rosa Fire Department SRFD provides a full range of services delivered in a responsive manner, with a focus on exceptional customer service. The Department's top priority is to ensure the safety and emergency preparedness of all citizens; achieved through outreach programs in fire prevention, public education, advanced life support, hazardous material safety and fire suppression activities. SRFD includes 148 employees, serves a community of over 181,000 residents, and covers a service area of 44 square miles.

The Fire Prevention Bureau is responsible for reviewing, updating and enforcing fire-related codes and ordinances. Activities carried out by this Bureau include:

- Code compliance inspections of all occupancies except single-family dwellings
- Investigation of fires to determine origin and cause

- Public education programs
- Regulation of business-related hazardous waste
- Vegetation management inspections
- Weed abatement program

Santa Rosa Fire Department has been designated by the State of California as a Certified Unified Program Agency (CUPA) for hazardous materials regulatory enforcement.

SANTA ROSA - A WONDERFUL CITY TO CALL HOME

The City of Santa Rosa is located just 55 miles north of San Francisco and 30 miles east of the Pacific Ocean with a population of approximately 180,000. Santa Rosa is the seat of Sonoma County and the center of trade, government, commerce, and medical facilities for the North Bay. The surrounding area is home to over a hundred wineries and vineyards and many beautiful parks and recreational facilities, including golf courses. Santa Rosa is in the center of a nationally recognized cycling area. We boast many attractions associated with large cities, including a symphony, performing arts center, theater productions and internationally recognized restaurants, yet still retain the warmth and small town feel of decades past. Santa Rosa has been named one of the 50 greenest cities in the United States with one of the top five mid-sized downtowns in California.

APPLICATIONS MAY BE FILED ONLINE AT:

[Career Page](#)

Job #21/22-45JAR-O
DIVISION CHIEF FIRE MARSHAL
JR

CONTACT US:

APPLICANT'S RESPONSIBILITIES:

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

SPECIAL ACCOMMODATIONS:

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at [Human Resources Page](#) or call Human resources at 707-543-3060. The City is an equal opportunity employer.

Division Chief Fire Marshal Supplemental Questionnaire

* 1. In which of the following areas do you possess experience?

- ☐ Fire Prevention
- ☐ Plan Review
- ☐ Fire Inspection
- ☐ Code Enforcement
- ☐ Hazardous Materials & Hazardous Waste Management

* 2. Describe your experience in each of the program areas indicated above, including the length of your experience, the breadth of your responsibilities, and the level of your technical involvement in each area.

* 3. Please describe your fire ground command experience.

- * 4. List coursework you have completed in fire science, fire administration, public or business administration, engineering, environmental science or hazardous materials management, or other related field. Include the institution, course name, and hours or credits. Include related certifications you possess and California State Fire Training courses you have completed, including date of completion.

- * 5. Describe your supervisory experience, including the length of your experience, the number of job titles of positions supervised, and the level of supervision provided (i.e. direct, indirect, functional). Please include any experience you have supervising support services staff.

* Required Question