

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Deputy Fire Marshal	<b>Job Family:</b> VIII
<b>General Classification:</b> Front-Line	<b>Job Grade:</b>

**Definition:** To promote and ensure fire safety by supervising and performing technical fire prevention, education, investigation, and enforcement work according to fire protection standards and relevant fire and life safety laws.

**Distinguishing Characteristics:** This sworn position reports to the Fire Marshal in the Fire and Environmental Protection Division of the Fire Department. This position is a fully qualified journey-level inspector who assumes responsibilities in Fire Code enforcement, fire investigation and other fire prevention programs and may act in the capacity of the Fire Marshal as assigned.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Ensures that existing buildings meet and maintain minimum fire protection standards for fire and life safety by inspecting apartment units, health care facilities, schools, day-care facilities, and other high fire and life safety hazard occupancies, to identify and abate hazardous conditions; makes follow-up inspections and provides technical assistance and legal enforcement where necessary to support inspections done by the Suppression Division.
2. Responds to all citizen complaints of hazardous situations and buildings to eliminate hazardous conditions.
3. Prepares professional oral and written inspection reports, business correspondence, memoranda, reports and other related documentation using a computer.
4. Minimizes fire loss by teaching fire prevention and control to increase public fire safety awareness to the greatest possible degree; responding to requests for fire safety education presentations and providing programs for the citizens of Mountain View such as smoke detector programs, fire brigade, and seasonal fire safety programs.
5. Maintains the fire inspection database and keeps information up to date.
6. Provides fire prevention services to the community by providing training sessions for the Suppression Division and fire prevention and control procedures; provides technical assistance to the Suppression Division by answering questions about hazardous processes and fire and life safety hazards.
7. Determines the origin and cause of fires that occur within the City.

8. May be called upon to provide expert testimony on fire loss, fire investigation and codes, as well as ordinance and regulation enforcement.
9. Work cooperatively with businesses and property owners to eliminate dry grass and weeds on both improved and unimproved parcels within the City to reduce potential fire hazards.
10. Provides technical expertise in developing new programs and solving problems related directly or indirectly to fire prevention by completing special projects and reports as assigned.
11. Participates in the review, recommendation, and implementation of specific objectives of the division.
12. Maintains a level of physical fitness which meets job requirements.
12. Performs other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Modern fire protection systems; fire chemistry; hazardous materials; building construction; federal, state, and local building fire codes and standards; techniques of fire investigation; principles and practices of supervision and management; and computer software and programs.

Ability to: Manage the activities of Fire Prevention, Fire Code Enforcement, and investigative personnel; train, motivate, and evaluate assigned staff; maintain accurate records pertaining to fire scene investigations; fire and hazardous materials code enforcement; conduct training for fire personnel, City employees and the public on proper preventive and emergency response procedures; recognize hazards as they relate to fire and life safety, hazardous materials storage, and use violations; recommend methods for correcting fire hazards; direct and coordinate the activities of assigned staff; interpret and enforce local, state, and federal fire and building codes and standards; communicate effectively, both orally and in writing; investigate fires; possess strong customer service and organizational skills; and use of a computer.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy required minimum qualifications, knowledge, and abilities.

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Education and experience equivalent to the completion of the 12th grade and four (4) years of broad and increasingly responsible experience in Fire Code enforcement and/or fire suppression work.

OR

Education and experience equivalent to an AA/AS degree in fire science or a related field and two (2) years of increasingly responsible experience in fire-cause investigation work.

A bachelor's degree in fire science or a related field may substitute for one year of required experience.

Highly Desirable Experience:

- Work experience that includes leading or supervising staff.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license by appointment. Completion of California Penal Code 832 arrest training and certification within six months of appointment. Completion of the Fire Inspector I series and either possession of a California OSFM Firefighter 1 certification or completion of California OSFM fire academy within one year of appointment.

Highly Desirable Certifications:

- California Office of the State Fire Marshal (OSFM) Fire Investigation 1A, 1B, 1C, and/or Fire Inspector 1A, 1B, 1C, 1D.
- FI-120—Wildland Fire Origin and Cause Determination.
- HazMat Fire Responders Awareness.
- P.O.S.T. Interview and Interrogation Course.
- PC 832 Arrest Course.

**Working Conditions:** Requires unavoidable exposure to hazardous and environmentally challenging conditions such as excessive smoke, water, etc. Preemployment medical and periodic respiratory examinations and use of a self-contained breathing apparatus (SCBA) shall be required for this classification. This position must be available to work occasional weekends

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and after-hour events as assigned by the Fire Chief, Fire Marshal, or designee and is subject to recall after hours for fire investigations.

Established:

Revised: July 2025

HRD/CLASS SPECS

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