

**RESOLUTION NO. 2016-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT  
PARK AUTHORIZING ELIMINATION OF A FULL TIME SWORN FIRE MARSHAL  
AND ADDITION OF A FULL TIME NON-SWORN FIRE MARSHAL IN THE PUBLIC  
SAFETY DEPARTMENT**

**WHEREAS**, the Public Safety Department has had a full-time, sworn Fire Marshal with responsibility for management and operation of the Fire Bureau, in addition to participating in fire suppression and other law enforcement activities as a sworn peace officer, since 2008; and

**WHEREAS**, in anticipation of the retirement of the incumbent in July 2016, staff reviewed the primary job duties of the sworn Fire Marshal, as well as the associated needs of the Department, and concluded that the peace officer duties assigned to the position were not a critical and necessary component of the job; and

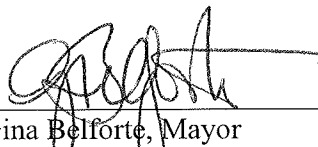
**WHEREAS**, staff recommends eliminating the sworn Fire Marshal position upon the retirement of the incumbent and adding a non-sworn Civilian Fire Marshal; and

**WHEREAS**, staff recommends approval of the Civilian Fire Marshal position job description and placement in salary range 94 (\$7,427 - \$9,027 monthly) of the Management unit.

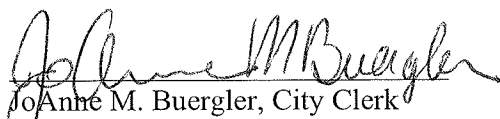
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve the elimination of the full time sworn Fire Marshal upon the retirement of the incumbent and the addition of a full time non-sworn Civilian Fire Marshal at the salary proposed, the associated job description and salary range, which is attached hereto as Exhibit "A" and incorporated by this reference.

**DULY AND REGULARLY ADOPTED** this 22nd day of March, 2016.

**CITY OF ROHNERT PARK**

  
\_\_\_\_\_  
Gina Belforte, Mayor

**ATTEST:**

  
\_\_\_\_\_  
JoAnne M. Buerger, City Clerk

Attachment: Exhibit "A"

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye BELFORTE: Aye

AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

## EXHIBIT "A"

City of Rohnert Park

### **CIVILIAN FIRE MARSHAL** **\$7,427 - \$9,027 monthly** **(Existing Management Salary Range 94-M)**

#### **DEFINITION**

Under administrative direction, manages the Fire Prevention Bureau of the Department of Public Safety; serves as the Department's highest level technical expert on hazardous materials, fire prevention and related regulations; coordinates activities with other divisions, departments, outside agencies and organizations; assists in establishing department goals, objectives, policies and procedures; performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The **Civilian Fire Marshal** is a single, Non-Sworn classification in the Fire Division of the Public Safety Department. Under the general direction of the Fire Commander, the Civilian Fire Marshal exercises considerable independent judgment in the management and operation of the Fire Prevention Bureau, whose activities encompass fire safety, public education, 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. This position involves oversight of engineering work and administrative direction of a complex caliber requiring thorough familiarity of fire protection and prevention and exercise of technical judgment involving risk assessments and the approval of engineered systems.

#### **SUPERVISION RECEIVED/EXERCISED**

General direction is provided by the Fire Commander. Responsibilities include the direct supervision of Fire Inspectors and non-sworn professional administrative support staff assigned to the Fire Division.

#### **ESSENTIAL JOB DUTIES**

- Manages and administers a comprehensive fire prevention program;
- Selects, supervises, trains and evaluates assigned staff;
- Develops financial plans, and prepares and administers Fire Prevention Bureau budget;
- Assists in the development and implementation of policies, goals, objectives, and priorities;
- Develops and implements procedures and practices for providing public fire prevention and safety education;
- Reviews plans, conducts field inspections of buildings, facilities and construction projects;
- Supervises and participates in investigations of fire incidents and arson cases to determine origin, cause, and loss value;
- Abates fire hazards;
- Coordinates the activities of the Fire Prevention Bureau with other programs of the Fire Division;
- Meets with architects, engineers, contractors, and others involved in development and construction activities which affect the City's fire prevention program;
- Coordinates fire prevention activities of engine companies;

- Evaluates existing fire safety conditions and federal, state, and local codes applicable to fire safety and recommends policies, procedures, and ordinance revisions as necessary;
- Develops, prepares and maintains a variety of records, reports and correspondence;
- Collects evidence and participates in prosecution activities as required;
- Makes comprehensive, technical plan checks of proposed projects to determine fire safety conditions and needs;
- Applies for, administers and monitors multiple grant programs;
- Provides technical and professional advice to the Director, other City staff, the City Council, and various City boards and commissions on fire prevention and hazardous materials matters; makes presentations as necessary;
- Monitors new and pending statewide legislation and regulatory changes affecting fire protection, fire investigation and hazardous materials;
- Supports and provides direction to first responders and sworn staff on strategies and tactics to mitigate hazards to the community;
- Responds to emergency situations, including off-duty response, involving actual or suspected hazardous materials or biological agents to provide technical advice to command staff and response personnel.

## **QUALIFICATIONS**

### **Education/Experience:**

Sufficient experience and education that provides the required knowledge, skills and abilities would be qualifying. A typical way of obtaining the required qualifications is to possess:

- A minimum of three years of professional experience in fire prevention, inspection, arson investigation and/or suppression, preferably in the public sector; and
- Associate's degree from an accredited college with major work in fire science, fire administration, business administration, engineering, or other related field.
- A Bachelor's degree in engineering, environmental science, public administration or related field is desirable.

### **Required License/Certificates:**

- Valid Class C California Driver's License. (This classification requires the use of a personal or City vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicles safely.)
- California State Fire Training certification by the California Office of the State Fire Marshal as a Fire Prevention Officer I or II, Fire Investigation Officer I or equivalent.

The following certificates are also desirable:

- Fire Marshal and/or Fire Plan Examiners certification by the California Office of the State Fire Marshal
- PC-832 Certificate

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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;
- Applicable federal and state laws, codes and regulations, including those related to fire prevention, fire protection systems and hazardous materials;
- Methods and procedures to monitor compliance with regulations, codes, and laws; and
- Principles, practices and techniques of program development, administration and evaluation.

Skill in:

- Comparing hazards, probability of occurrence and consequence to establish risk and rank risks based on the effect to and in the community;
- Making rational, logical decisions;
- Demonstrating sound engineering judgment; and
- Developing and maintaining a high standard of professional conduct and civic responsibility.

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;
- Read and interpret construction plans and specifications;
- Develop and implement policies and procedures;
- Represent the Fire Division when meeting with contractors, engineers, and developers and in public meetings;
- Establish and maintain cooperative working relationships;
- Learn and utilize new technology;
- Plan, organize, manage, direct the work of assigned staff;
- Develop and administer operational budget;
- Research and analyze operational and technical issues and develop appropriate recommendations for action;
- Review complex engineering plans, specifications and calculations;
- Interpret, implement, explain and apply applicable laws, codes, regulations standards, policies and procedures;
- Manage grants and contracts;

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- Ensure that the City's philosophy of customer service is understood by all subordinate employees and carried out in all forms of communication; and
- Observe safety principles and work in a safe manner.

Willingness to:

- Work irregular hours or shifts, and on nights, weekends, holidays, or in emergency situations when needed;
- Work in, with and around hazardous substances;
- Wear a respirator or breathing apparatus and protective clothing and equipment; and
- Work outdoors in a variety of weather conditions.

Working Conditions:

The incumbent in this classification is expected to communicate orally face-to-face, in a group setting and/or on the telephone. In order to develop reports and to communicate with others via e-mail, the incumbent must be able to enter data into a computer and operate office equipment requiring repetitive arm/hand movements. When working in the office, the incumbent sits for extended periods of time with the ability to change positions.

Job site inspection of fire assemblies and appliances, fire scene review of safety standards and/or operations, and review of test data for products require the incumbent to observe or monitor people, objects and data to assure compliance with safety regulations. In order to review hazardous materials symbols, wiring colors and burn patterns, incumbents must be able to discriminate among colors and shades of color. The incumbent must have hearing sufficient to test alarms and other auditory devices.

At a fire scene and during construction inspections, the incumbent occasionally works at heights greater than 10 feet; climbs ladders or steps to reach objects; uses stomach and lower back muscles to support the body repeatedly or continually over time; and walks over rough, uneven or rocky surfaces.

Responding to emergency incidents requires the incumbent to stand and walk for extended periods of time unable to rest at will; work in and be exposed to a variety of weather conditions and tolerate very hot and very cold temperatures; bend and stoop repeatedly and continually over time; lift and use arms above shoulder level; move objects weighing up to 50 pounds over short and long distances; wear a self-contained breathing apparatus; move debris, dirt or other materials using a shovel or similar tool; and work in small, cramped areas.

This position is subject to recall after hours for fire investigations and hazardous incidents.

**FLSA Status:** Exempt  
**Employee Unit:** Management  
**Approved By:**  
**Date Approved:**