

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT FIRE MARSHAL

DEFINITION:

Under direction, to supervise, coordinate, and administer a major section within the Fire Prevention Bureau; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, through subordinate supervisors, the work of fire prevention inspectors;
- Establishes and interprets fire inspection and fire code policies and procedures;
- Documents program development and effectiveness;
- Assists in the annual preparation of the budget;
- Monitors the section's budgetary status;
- Analyzes data and prepares reports;
- Reviews and evaluates policies and procedures in response to changes in the fire codes and fire prevention technology;
- Monitors work output of operating units; develops work objectives for activities and operations;
- Initiates code enforcement and fire prevention activities and programs;
- Responds to requests and complaints from the public regarding code requirements and Fire Prevention Bureau activities and functions;
- Reviews proposed legislation at the local, state, and federal level pertinent to code enforcement or other Fire Prevention Bureau functions;
- Assists in the development and/or revision of policies or code regulations;
- Explains department policies and procedures, and City, State, and Federal regulations and codes;
- Prepares, reviews and evaluates reports and correspondence;
- Represents the department before government and community bodies on current and proposed programs and/or activities;
- Serves on committees and groups to discuss changes in fire technology and coordinate activities or programs;
- Mediates and resolves employee complaints and grievances;
- Conducts special studies; selects, trains and disciplines personnel;
- Evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience as a Fire Prevention Supervisor and/or a Fire Captain supervising a Fire Prevention Inspection Unit within the City of San Diego Fire Department Fire Prevention Bureau.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.