

SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

ASSISTANT FIRE MARSHAL



THE COMMUNITY

With a population of nearly 1.8 million, the County of Santa Clara is one of the largest in the state of California and the largest of the nine Bay Area counties. The County is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. A significant portion of the County's land area is unincorporated ranch and farmland. The fertile Santa Clara Valley runs the entire length of the County from north to south, ringed by the rolling hills of the Diablo Range on the east, and the Santa Cruz Mountains on the west. Salt marshes and wetlands lie in the northwestern part of the County, adjacent to the waters of San Francisco Bay. Nearly 92% of the population lives in cities.

The County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. It has one of the highest median family incomes in the country and has a culture rich in its history, ethnic diversity (over 100 languages and dialects are spoken), artistic endeavors, sports venues, and academic institutions. The County is home to professional soccer, professional hockey, professional football and minor league baseball teams. The County operates 28 parks covering more than 50,000 acres, and numerous public and private golf courses are located throughout the County. Stanford University, Santa Clara University, and San Jose State University, as well as excellent community colleges, serve the County's student population. Museums, art galleries, an abundance of performing arts venues, and local theme parks and venues for children and adults, can be found throughout the County. With its numerous amenities and one of the highest standards of living in the country, the County has long been considered one of the best areas in the United States in which to live and work.

The Santa Clara County Fire Department strives to keep the communities it serves safe and informed through announcements, events, publications, and press releases. One such event includes an annual 5K run/walk to promote healthy activity and raise funds that benefit children's health services in the area. The Department provides programs to educate participants about emergency preparedness and provide basic disaster response training to assist others when first responders might not be immediately available to help.

THE ORGANIZATION

Established in 1947, the Santa Clara County Central Fire Protection District (dba: Santa Clara County Fire Department) is a dependent special district that provides fire services to a portion of Santa Clara County, California including the communities of Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, and Saratoga. The Department also provides protection for the unincorporated areas adjacent to those cities.

Wrapping in an approximately 20-mile arc around the southern end of "Silicon Valley," the Santa Clara County Fire Department has grown to include 15 fire stations, an administrative headquarters, a maintenance facility, and five other support facilities to cover 128.3 square miles (267 square km) and a population of over 226,700.

The County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area.

The Department's fleet currently consists of 40 firefighting apparatus and 70 sedans, SUVs and pickup trucks.

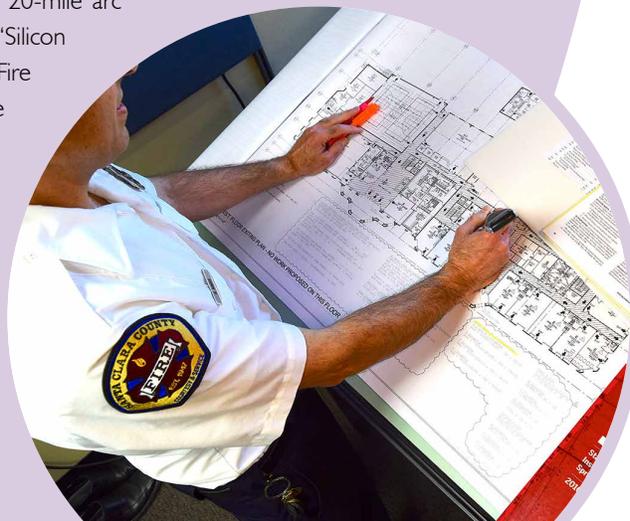
The Santa Clara County Fire Department offers all hazard resources and services that are divided into eight major sections: Fire Prevention, Operations, Support Services, Training, Business Services, Personnel Services, Communications, and Emergency Management. The Department employs over 316 fire prevention, suppression, administration, and support personnel; daily emergency response consists of 66 employees. The Department's suppression force is also augmented by approximately 30 volunteer firefighters. The Department has a FY 2017-18 budget of \$126 million.

THE POSITION

Under the general direction of the Deputy Chief or Director of Fire Prevention, the Assistant Fire Marshal is responsible for the day-to-day administration and management of technical and supervisory fire prevention personnel. The Assistant Fire Marshal plans, organizes, directs, and oversees plans, examinations, fire and life safety inspections, wildland urban interface compliance, land development, and related programs, services, and activities within the Fire Prevention Division. This classification is a Fair Labor Standards Act exempt, represented position in the Classified Service.

Essential functions of the Assistant Fire Marshal include, but are not limited to, the following:

- Plan, manage, direct, and supervise the activities, functions, and programs performed by Senior Deputy Fire Marshals, Deputy Fire Marshals, Senior Fire Protection Engineers and Fire Protection Engineers, and other assigned personnel, as well as ensure that all service and contract obligations with the cities/towns, universities and County are met.
- Oversee and direct the development, organization, implementation and management of construction plan reviews and field inspections at both the County Fire Marshal's Office and Santa Clara County Fire Department's Fire Prevention Office.
- Oversee training, career development, and mentoring for personnel performing land



development services, fire and life safety inspections, and fire protection engineering; provide guidance, input, and feedback, including employee recognition and progressive discipline as necessary.

- Manage the continuous evaluation and development of the Fire Prevention Division; identify and implement modifications to achieve quality, standardization, sustainability and operational improvements.
- Work closely with the Department's Hazardous Materials Assistant Fire Marshal to coordinate, support and manage the hazardous materials and fire investigation programs as well as other Division functions and services.
- Collaborate with the Hazardous Materials Assistant Fire Marshal and Community Risk Program Director to accomplish Division goals, organize and implement career development training and distribute relevant information, bulletins, notices and updates to Department personnel.
- Serve as a technical advisor to the Deputy Chief/Director of Fire Prevention in interpreting, applying and/or enforcing fire, building and municipal codes related to land development, code enforcement and fire protection engineering.
- Oversee and direct fire and life safety plan review and inspection processes for new construction and tenant improvements in commercial, industrial and residential buildings.
- Oversee, advise and resolve investigations of public complaints and reported violations.
- Coordinate with local, state, and federal agencies to ensure inspection, plan review, enforcement, and regulatory consistency.
- Collaborate with Department personnel and partner agencies to support internship and career development programs.
- Provide technical assistance, support and direction to land development, fire and life safety inspection, and fire protection engineering personnel.
- Oversee the development, organization, and maintenance of written and electronic records related to land development, code enforcement and plan review.
- Conduct analytic studies, maintain records, prepare reports and deliver presentations.
- Write policies, procedures and guidelines consistent with program goals and objectives.



The ideal candidate is a highly skilled and strongly motivated individual with excellent leadership, management and administrative skills. The incoming Assistant Fire Marshal will demonstrate the ability to coach and mentor staff and be able to build good rapport with various stakeholders to coordinate activities. The selected candidate will be an active problem solver who anticipates and responds to concerns in a timely manner and identifies potential solutions. The Department is seeking candidates with excellent verbal and written communication skills who are politically aware and sensitive. The successful candidate will prove to be a forward and strategic-thinker with a mindset for continuous improvement, capable of implementation through teamwork and collaboration and able to communicate effectively with employees, executive staff, elected officials, and community leaders.

The incoming Assistant Fire Marshal should demonstrate technical expertise in all aspects of fire prevention, fire investigation, and fire suppression, including building construction features, water supplies, fire apparatus access requirements, fire sprinkler systems, fire alarm systems, wet and dry standpipe systems, hazardous materials systems, and wildland urban interface requirements. The typical candidate will have knowledge of applicable local, state, and federal laws and regulations as they pertain to fire departments, land development, field inspections, and plan reviews. The administrative aspects of this position will require strong management, technical, and budget administration skills. The Assistant Fire Marshal must be capable of communicating professionally and maintaining effective working relationships with both individuals and groups contacted in the course of work. The ideal candidate will have the ability to effectively plan, direct, coordinate, and manage complex projects, activities, and specialized administrative duties while advancing Department initiatives and implementing organizational changes.

The successful candidate will have a track record of maintaining the highest level of integrity by adherence to ethical and professional standards.

THE IDEAL CANDIDATE

The Santa Clara County Fire Department is seeking an Assistant Fire Marshal to provide effective leadership to the Fire Prevention Division. The ideal candidate will have proven leadership experience, and a balance of technical skills and personal attributes, capable of organizing and directing staff to accomplish the goals established by the Department. The successful candidate will have a track record of maintaining the highest level of integrity by adherence to ethical and professional standards.

The successful candidate will have knowledge of Department and County rules, regulations, and policies related to land development, code enforcement, and fire protection engineering; local geography and significant fire potential within identified wildland urban interface areas, water supplies, and access/egress issues. The Department will benefit from a candidate with the ability to effectively plan, lead, direct, supervise, and evaluate the activities of land development, fire and life safety inspection, and fire protection engineering personnel; provide interpretation and implementation of adopted codes and standards; assist with research, development, and revision of new codes, standards, and policies; and analyze situations, research information, make observations, seek clarification, and make appropriate recommendations.

The minimum requirements for this position is possession of a Bachelor's degree from an accredited four-year college or university with major course work in fire science, fire administration, fire protection engineering, business administration, or a closely related field; and a minimum of eight (8) years of increasingly responsible work experience in governmental fire prevention, of which three (3) of those years are in a supervisory capacity. Candidates must possess a valid and current state of California licensure in fire protection engineering; or have successfully completed and passed the required California State Fire Marshal coursework; or will be required to do so within one (1) year of employment. A valid state of California driver's license is also required. As a condition of employment, the selected candidate must complete and pass a background check, Live Scan fingerprint, psychological evaluation, and complete a medical examination.

THE COMPENSATION

The monthly salary range for the Assistant Fire Marshal is \$13,334.84 - \$16,208.58; placement within this range is dependent upon qualifications. The Department also offers an attractive benefits package including:

Retirement – This position is classified Miscellaneous under the California Public Employees' Retirement System (CalPERS). Classic members will receive the retirement formula of 2.7% @ 55, while PEPRA members will receive the retirement formula of 2% @ 62. Classic members currently pay an employee's contribution portion of 8%; PEPRA members currently pay a 6.5% contribution. Department employees do not pay into Social Security.

Medical – Premium fully covered by the Department for the employee and their dependent(s). Participants can choose from Kaiser or United Health Care plans.

Retiree Medical – Retiree with 10 years of service paid for by the Department.

Dental – Premium fully covered by the Department for the employee and their dependent(s). Plan is provided through Delta Dental.

Vision – Self-insured vision plan for the employee and their dependent(s). The plan provides for coverage for examinations, lenses, and frames every 12 months.

Employee Assistance Program – Family coverage up to 5 free visits per year.

Life Insurance – \$50,000 coverage for life and accidental death dismemberment provided by the Department. Supplemental life insurance amount of \$40,000 or \$100,000 is available via payroll deductions.

Long-Term Disability – Premium paid by the Department.

Deferred Compensation – Available via payroll deduction.

Social Security – Department and employee contribute to Medicare; no OASDI.

Vacation – Vacation leave of 2 to 4 weeks depending on years of service, with option to convert sick leave to vacation leave.

Sick Leave – Employee accrues 5.6 hours of sick leave per pay period (or 145.6 hours per year); unused days applied to years of service at retirement.

Personal Leave – Personal leave of 24 hours per fiscal year, with option to convert sick leave to personal leave, and the ability to cash out up to 40 hours of available personal leave at any time.

Holidays – 13 holidays per year, including two floating holidays.

Education Leave – Up to 40 hours of paid release time every 12 months, on a rolling basis, for school, seminars, and career development.

Education Reimbursement – Education reimbursement of up to \$2,600 per fiscal year, with additional amounts if the employee is pursuing a higher education degree.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online. Applicants will be required to complete a brief supplemental questionnaire.

**Filing Deadline:
February 1, 2019**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the Santa Clara County Central Fire Protection District. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080

