



We invite applications for the position of:

Deputy Fire Marshal

\$11,450. - \$13,653. monthly

Plus a comprehensive benefits package

San Mateo Consolidated Fire Department

The San Mateo Consolidated Fire Department commenced operations on January 13th, 2019, and serves the cities of Belmont, Foster City, and San Mateo as a Joint Powers Authority. The Department collectively has ten engines and two trucks operating out of nine fire stations. There are 154 full-time employees assigned to one of the following divisions: Administration, Community Risk Reduction, and Fire Operations. The Department serves nearly 161,000 residents daily with a day-time population around 230,000. Additionally, the department participates in a mutual aid program throughout the county, helping to secure a million people daily. The Department has a healthy collaborative atmosphere and encourages participation at all levels. The San Mateo Consolidated Fire Department is proud to serve the communities of Belmont, Foster City and San Mateo. For more information visit: www.smcfire.org.

Proudly Serving the Communities of:

The City of Belmont

Belmont is home to approximately 26,000 residents. Known for its wooded hills, views of the San Francisco Bay and stretches of open space, Belmont is a quiet residential community in the midst of the culturally and technologically rich Bay Area. For more information about the City, visit Belmont's website at: www.belmont.gov.

The City of Foster City

Foster City is home to approximately 30,000 residents and a wide array of industry – including some of the bay area's elite businesses. Conveniently located midway between San Francisco and San Jose, Foster City prides itself on its well-planned neighborhoods, shopping centers, and a supreme quality of life. Foster City's temperate climate, diverse cultural attractions, beautiful parks, excellent school district and unique waterfront setting offer a quality of life that is unsurpassed. For additional information about the City, visit Foster City's website at: www.fostercity.org.

The City of San Mateo

San Mateo is a city of approximately 100,000 residents, strategically located midway between San Francisco and San Jose, and is within the Silicon Valley. One of the City's strengths is its diversity, both in the ethnic makeup and the physical development of the community. San Mateo has a vibrant business and retail environment with national and international businesses, two major shopping centers and an active downtown. The community values its historic and new residential neighborhoods and recently approved a major new Transit Oriented Development that will add 1,500 new homes, 300,000 square feet of new retail and as much as 1.5 million square feet of commercial office space. For additional information about the City, visit San Mateo's website at: www.cityofsanmateo.org.

The Position:

Perform supervisory and technical work in implementing a comprehensive Community Risk Reduction (CRR) program; provide responsible technical staff assistance; and do related work as required.

General supervision is provided by the Fire Marshal. Indirect technical and functional supervision may be provided by other Fire Department personnel.

Responsibilities include assuming the duties of Fire Marshal in his/her absence and providing direct and indirect supervision of Fire Inspectors I and II.

What You'll Do:

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Assist in budget preparation and administration.
- Supervise, train, and evaluate subordinates.
- Interpret and enforce provisions of fire prevention and fire safety laws, ordinances and other regulations.
- Perform periodic inspections of new and existing buildings, structures and installations requiring fire clearances; identify fire hazards; recommend corrective actions; perform follow-up- inspections to see that corrective actions have been taken.
- Investigate complaints pertaining to violation of fire prevention laws; issue correction orders as necessary.
- Investigate fires; secure fire scenes; identify types of fires; investigate causes of fire; collect, prepare and present evidence; interview witnesses and suspects; write fire investigations; testify in court when required.
- Provide information to the public concerning the fire prevention practices and procedures; develop and conduct training programs and group presentations relative to fire prevention and fire investigation.
- Instruct fire suppression crews about code interpretation and inspection techniques regarding fire prevention.
- Draw and prepare diagrams of buildings for pre-fire planning, fire investigations- and fire inspections.
- Check building plans for code compliance and consult with architects and developers regarding problems.
Perform tests on water flow, sprinkler and fire alarms and elevator return systems.
- Prepare records and reports.
- Develop and maintain a variety of records and reports.

For a complete list of duties, reference our job specifications at www.smcfire.org/administration.

Who You Are:

You possess **knowledge** of principles, methods, and practices of modern fire prevention and inspection work; mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects; principles of supervision and training, including principles of organizational management.

You possess the **ability** work in a participatory management environment; inspect structures and determine the adequacy of fire safety systems; investigate fires and determine their origin and cause; prepare and maintain a variety of records and reports; read and interpret construction plans and specifications; represent the Fire Department with contractors, engineers, and developers and in public meetings; work cooperatively with others; supervise, train and evaluate assigned subordinates; perform annual maintenance inspections of commercial occupancies and assist Field companies with more difficult commercial inspections.

What You Bring

Any combination of education, training and work experience that would likely provide the required Knowledge skills and abilities is qualifying. A typical way to obtain the knowledge skills and abilities would be:

Experience:

- Three (3) years of firefighting experience comparable to that of a Firefighter/Engineer or Fire Inspector involving the inspection of structures for conformance to fire safety standards and systems including some supervisory experience.

Training:

- Equivalent to completion of 30 semester units in Fire Science or related field. Additional years of experience may be substituted on a year-to-year basis for education.
- Completion of three California State Fire Officer or Prevention Officer Certification Courses
- An Associate of Arts Degree in Fire Science or related field is desirable

License or Certificate:

- Possession of a valid California Driver's license.

Bonus Points (Highly Desirable):

- ICC Fire Inspector I, II or Fire Plans Examiner
- CSFM Fire Investigator 1A/B/C
- CSFM Fire Inspector 1A/B/C/D and 2A/B/C/D

ADA Special Requirement:

Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, stoop, reach, crawl, climb, travel to different locations, and lift 50 pounds; exposure to noise, outdoors, confining workspace, electrical hazards, chemicals, dust, and hazardous materials.

What We Offer

Benefits will be in accordance with the Memorandum of understanding (MOU) agreed upon by Local 2400 and the San Mateo Consolidated Fire Department.

Are You Ready? Apply.

Submit an online application, résumé (**required**), and supplemental questionnaire at www.calopps.org or to:

San Mateo Consolidated Fire Department
Human Resources Department
1040 E. Hillsdale Blvd.
Foster City CA 94404

Application Deadline:

Recruitment will close by **Friday, November 26, 2021 @ 5:00 p.m. or** upon receipt of the first 50 applications, résumés, and supplemental questionnaires, **whichever occurs first.**

Examination Process:

All applications, résumés (**required**) and supplemental questionnaires received will be reviewed for minimum qualifications. A resume does not take the place of a completed application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed.

A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these, tentatively scheduled to be held on **Wednesday, January 19, 2022.**

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional 12 months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted

11/01/2021

Note: The San Mateo Consolidated Fire Department reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process.

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference and background check, a Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) criminal history review, a psychological evaluation, and a pre-employment medical evaluation. A conviction history will not necessarily disqualify an applicant from appointment.

Candidates with a disability who may require special assistance in any phase of the application or testing process should contact Jennifer Crims, Sr. Human Resources Analyst, at jcrims@smcfire.org or (650) 522-7913. Do not upload any documents related to your request for accommodation in CalOpps. The policy of the San Mateo Consolidated Fire Department is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the San Mateo Consolidated Fire Department that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms, and conditions of employment. The San Mateo Consolidated Fire Department is an Equal Opportunity Employer (EOE).

**San Mateo Consolidated Fire Department
Deputy Fire Marshal
Supplemental Questionnaire**

Please provide answers to the following questions, limiting your response to no more than one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Describe your experience training, evaluating, and supervising subordinates.
2. Describe your experience completing fire investigations and fire investigation reports. How would you evaluate a report written by someone else?
3. Describe your experience completing plan reviews, evaluating EIR's and conducting Planning/Pre-application Reviews, and describe the process you used for resolving issues found within these documents.