STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Deputy State Fire Marshal
	Division and/or Subdivision Fire and Life Safety Division
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Location of Headquarters Various
	Class Title of Position Deputy State Fire Marshal
	Position Number 544-533-9086-XXX
	Effective Date

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general direction of the Deputy State Fire Marshal III Supervisor, the incumbent performs specialized inspection work under specific contracts; performs as branch office lead deputy in the assigned geographical area; enforces all laws and regulations of the State Fire Marshal, including fire prevention engineering, education, enforcement and planning. This position performs the more technical inspections and problem solving, including in-depth analysis and fire prevention engineering solutions. Inspection and law enforcement functions including fireworks and fire extinguisher programs, court appearances, and performance in emergency activities through the Governor's Office of Emergency Services. Duties include but are not limited to:
30%	*Enforce regulations in all state owned/occupied structures according to established inspection priority schedule; meet with occupants to assist in compliance; and assist in the development of alternate means of protection requests to the Division Chief in accordance with established policy.
20%	*Review plans and specifications for compliance with adopted regulations and standards; meet with architects, engineers and project managers, conduct field inspections of constuction sites; witness acceptance tests of fire alarms, sprinkler systems, Halon, and other suppression systems; conduct final walk through inspections and fire clearance. Prepare letters of instruction and recommendation to building owners; maintain records of inspections, enforcement and compliance with State Fire Marshal laws and regulations; prepare workload and inspection activity reports for supervisor; attend meetings of fire prevention groups to give fire prevention talks; conduct informal hearings and prepare cases for court, as required.
15%	*Enforce State Fire Marshal regulations for all specialized contracts such as Department of Transportation, Board of Corrections, Department of Corrections, State Universities, the UC Regents, Department of Health Services; perform function of local fire marshal for contract cities and counties.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Travel may be required as needed, up to 25% of the time and may require overnight stays. Must have a valid driver's license with a good driving record, at time of employment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and date

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) **- PAGE 2**	Working Title of Position Deputy State Fire Marshal

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Administer State Fire Marshal adopted regulations and Health & Safety Code Section 13145, 13146.1, 13146.2 for all detention facilities, schools, R-1 occupancies within State Fire Marshal jurisdiction and assist local authorities having jurisdiction.
10%	*Conduct specialized fire and life safety inspections of complex facilities, such as Hazardous Occupancies, Public Assemblies, Colleges and Universities and obtains compliance through fire protection engineering, education, and enforcement; conduct enforcement activities in the area of Fire Extinguisher Regulations, Fireworks Regulations, and fire cause investigations. May be required to administer and proctor Portable Fire Extinguisher Exams in the absence of a DSFM III Supervisor
10%	*Provide specialized fire protection consulting, plan review and field inspections to other state agencies such as Division of the State Architect, CalTrans, Trustees of California State University, State Fairs, and other political entities as requested by contract, plan review and field inspections.
5%	*Perform fire origin and cause investigations; administers fire extinguisher and pyrotechnic exams in branch offices; conduct/administer course of instruction in accordance with Health & Safety Code 13105.5 and other related subjects. Represent and speak on behalf of the California State Fire Marshal at meetings for fire service organizations and associations, local government, industry groups, public organizations, etc. *Perform other job related duties as assigned.
	Desirable Qualifications: • Knowledge of Microsoft Office (Word, Excel, PowerPoint)
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: The incumbent may be required to wear respiratory protection equipment, including a self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, California Occupational Safety and Health Administration (CalOSHA) requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

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