

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 III, Specialist	
		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 Shasta	
		Class Title of Position Deputy State Fire Marshal III (Specialist)	
		Position Number 544-533-9013-005	
		Effective Date December 2021	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the general direction from the Fire and Life Safety Division Supervisor (DSFM 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 Office of the State Fire Marshal (OSFM), 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. Inspections and law enforcement functions also include 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:</p> <p>*Review plans and specifications for compliance with adopted regulations and standards; meet with architects, engineers and project managers, conduct field inspections of construction sites; witness acceptance tests of fire alarm, sprinkler systems, Halon, and other suppression systems; conduct final walk through inspection and fire clearance. Prepare letters of instruction and recommendations to building owner; 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.</p>		
20%	<p>*Conduct specialized fire and life safety inspections of complex facilities, such as Hazardous Occupancies, Public Assemblies, Colleges and Universities and obtain compliance through fire protection engineering, education, and enforcement; conduct enforcement activities in the area of Fire Extinguisher Regulations, Fireworks Regulations, and fire origin and cause investigations.</p> <p>*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.</p>		
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 will be required, up to 25% of the time and may require overnight stays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory			
_____ Initials and date			

