



**City of Paso Robles Department of Emergency Services**  
*invites your interest in the position of*  
**FIRE MARSHAL**  
*(Professional Manager II Classification)*

**PASO ROBLES**

Located halfway between San Francisco and Los Angeles, in San Luis Obispo County, the City of Paso Robles is 27 miles from beautiful beaches and surrounded by scenic rolling hills and California's premier wine regions. This thriving community of approximately 30,000 possesses the benefits of a suburban-rural community, retains a small-town feel, and is one of California's best kept secrets. With over 300 wineries nearby and a bustling downtown with a variety of excellent restaurants and quality retail, Paso Robles is fast becoming one of the most desirable and yet relatively affordable places to live, work, shop and play.

**THE DEPARTMENT**

The Paso Robles Department of Emergency Services provides a variety of services to the community including fire prevention, fire suppression, paramedic services, rescue, hazardous materials and other emergency responses.

Emergency Services has automatic and mutual aid contractual agreements with Cal Fire and other surrounding municipal departments for emergency response to these areas. The City and these agencies provide a clearly defined response plan for dispatching the nearest fire and EMS personnel and equipment to an emergency. There are three fire stations, two city stations that are staffed and one airport station that is unstaffed at this time.



**Salary Range:**

**\$83,604– \$106,260 Annually**

**Travel & Leisure Magazine** rated Paso Robles as one of the "25 Top Places to Visit for the Holidays" in both 2015 and 2016.

Other accolades for Paso Robles include:

- ◆ "America's Healthiest Small Towns"
- ◆ "Best Small Main Street Towns in America"
  - ◆ "Best Food and Wine Festivals"
  - ◆ "Winery of the Year" and "Brewery of the Year" (Tablas Creek, Firestone)

**As these honors attest, Paso Robles and the Central Coast offer an unparalleled quality of life.**

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## ***THE POSITION***

Under the direction of the Emergency Services Chief or Battalion Chief, this non-sworn exempt position oversees the review and approval of project plans to determine satisfactory compliance with applicable fire codes, laws, and ordinances; oversees and reviews fire protection and suppression systems to ensure compliance with appropriate standards; acts as a resource to others regarding Emergency Services Department requirements; performs field inspections and investigations. This Professional Manager II job classification requires in-depth knowledge of applicable building and fire codes and the ability to effectively apply code requirements.

### ***Typical duties may include:***

- Inspection of buildings to ensure compliance with state and local fire codes, ordinances and regulations, including State facilities as mandated by the State Fire Marshal.
- Inspection of sprinkler system, fire alarm systems, hood suppression systems, and other fire protection systems.
- Oversee the Fire Code adoption process and Weed Abatement program.
- Write local ordinances for approval by the Fire Chief and City Council.
- Plan, organize, assign, and review the work of a comprehensive Fire Prevention program.
- Plan, develop, and coordinate public education and information programs, including media releases.
- Oversee the work of fire suppression staff in fire prevention activities, including mandated fire inspections.
- Participate in the development and implementation of department policies, goals, objectives and priorities.
- Investigation and response to citizen complaints of fire code violations.
- Preparation and maintenance of records and reports pertaining to assigned duties.
- Supervising and evaluating the activities and work assignments of assigned administrative support staff.
- Performing plan checks on new construction, remodels, tenant improvements and demolition as assigned and in compliance with adopted codes.
- Oversee fire investigations to determine the cause, including preparing reports on corrective actions needed, gathering evidence and working on case development with legal staff in arson cases.
- Promotion and maintenance of safety in the work place.
- Performing related duties as assigned.

## ***EMPLOYMENT STANDARDS***

### ***Knowledge of:***

- Emergency response to fires pertaining to fire protection systems.
- Hazardous Materials Inspections (CUPA).
- Emergency Services Department policies, rules and regulations.
- State and local codes, including Title 19 and Title 24 of the California Administrative Code, California Fire & Building Code, National Fire Protection Association code books (fire code adoption process).
- Basic investigation principles.
- Public education teaching and education principles.
- Laws, ordinances and regulations regarding fire prevention and fire protection devices and systems.
- Basic construction methods and materials.
- Computer applications related to the work, including word processing, database and spreadsheet applications.

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***Ability to:***

- Conduct and oversee site inspections, re-inspections, and acceptance tests given workload requirements and staffing availability, including larger, complex or sensitive inspections.
- Recognize fire and structural hazards in special processes or facilities, including industrial, commercial and residential buildings and occupancies.
- Interpret and effectively apply related codes, ordinances and laws to fire hazard and hazardous materials situations.
- Promote the mission, values and standards of an effective organization, with insight toward providing high quality public service.
- Apply technical knowledge, follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices.
- Maintain cooperative relations with builders, contractors, city staff and the general public while applying firmness, tact, and fairness with respect to code enforcement.
- Train and instruct emergency services personnel in modern fire prevention methods, techniques and theories.
- Prioritize work and handle a variety of activities simultaneously.
- Provide varied and responsible work requiring the use of independent judgment, tact and discretion.
- Properly interpret and make recommendations in accordance with laws, regulations and policies.
- Perform detailed field support work accurately, independently and against deadlines.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Communicate clearly and effectively, both orally and in writing.
- Participate in the development and administration of department goals, objectives, and procedures.

***EDUCATION AND EXPERIENCE***

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four year college or university with major in course work in a related field, and six years responsible experience related to fire prevention, fire investigation, an/or inspection.

Additional experience as outlined above may be substituted on a year-for-year basis for the educational requirement up to a maximum of two years.

***LICENSES AND CERTIFICATIONS***

The following certifications are desirable:

- Fire Inspector I & II
- Plans Examiner
- Fire Prevention Officer I & II
- Fire Investigator I
- Hazardous Materials Technician

Must possess a valid California Class C driver's license and have a satisfactory driving record.

***THE SELECTION PROCEDURE AND APPLICATION PROCESS***

Please submit a compelling cover letter, comprehensive resume, and employment application by **Sunday, April 8, 2018, at 11:59 PM.** This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

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Application materials received by the filing date will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process, which may be any combination of written, oral, and/or performance exams. All statements made in the application materials are subject to verification. False statements will be cause for disqualification or discharge.

Appointment is subject to successfully passing a pre-employment physical, psychological exam, background, and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States and a DMV driving record. The City of Paso Robles participates in E-Verify (more information can be found at [www.PRCity.com/Jobs](http://www.PRCity.com/Jobs)). Following appointment, a twelve-month probationary period may be required as the final phase of the appointment process.

All application submissions must be signed. The email address you provide on the City application will be the primary means of communication the City will use to contact you regarding your application and this recruitment.

## Important Dates

**Application Deadline:**  
**Sunday, April 8, 2018, at 11:59 PM**

**Assessment/Testing Process:** TBD

**Interview:** TBD

## BENEFITS

- **Vacation:** Starting with 10 days per year, increasing with years of service
- **Sick Leave:** Accrual of 12 days per year
- **Holidays:** 12 days per year
- **Medical:** City pays \$653/month of employee premium, \$1,257/month of premium for employee with one dependent, and \$1,640/month of premium for employee with two or more dependents
- **Dental:** City pays full premium for employee and partial premium for family
- **Vision:** City pays full premium for employee and family
- **CalPERS Retirement:** "Classic" members of CalPERS participate in a formula of 2% at 60, with the employee paying a 7% member contribution, plus a 3% cost sharing contribution for a total of 10%. New members to CalPERS are subject to PEPRRA, which includes a formula of 2% at 62, with the employee paying one-half of the normal cost (currently 6.25%) contribution, plus a 3% cost sharing contribution, for a total of 9.25%. An average of three highest years is used for final compensation calculation.
- **Social Security:** The City participates in Social Security
- **Deferred Compensation:** The City contributes \$4,200 per year; no match required
- **Administrative Leave:** 56 hours per year
- **Employee Assistance Program:** The City pays 100% of the cost of this program for you and your family
- **Bilingual Pay:** Verbal: \$100 per month; Written: \$25 per month



If you have questions regarding the application process, please contact Human Resources at (805) 227-7234, or by email at [Jobs@prcity.com](mailto:Jobs@prcity.com).

All persons employed by the City of Paso Robles are designated as "disaster service workers" as defined in the California Government Code section 3100 and 3101. The City of Paso Robles is an equal opportunity employer.

The provisions of this bulletin do not constitute a contract.

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