

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 Office of the State Fire Marshal/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 May 2023	
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 close supervision of the Deputy State Fire Marshal III Supervisor, the Deputy State Fire Marshal (DSFM) is assigned to geographical areas and enforces all laws and regulations of the State Fire Marshal. This position performs technical inspections and problem solving of average difficulty. Inspection and law enforcement functions also include fireworks, court appearances, and performance in emergency incidents and activities through the Department. The incumbent will enforce fire prevention and enforcement techniques; perform technical fire prevention and inspection work of average difficulty; review construction drawings and specifications; perform duties which include fire prevention, education, engineering, enforcement, fire inspection, fire investigation, code development, and developing fire service training programs; assist in administrative and criminal investigations; and do other related work. Duties include, but are not limited to:		
30%	*Enforce State Fire Marshal laws, adopted regulations, and adopted standards for detention facilities, state institutions, schools, R occupancies, state owned and specified state occupied structures within State Fire Marshal jurisdiction. *Meet with stakeholders and assist local authorities having jurisdiction as requested to ensure fire and panic safety compliance.		
20%	*Review plans and specifications for compliance with adopted regulations and standards; meet with architects, engineers and project managers. *Assist with the development of Alternate Means of Protection requests and provide recommendations to the Division Chief(s) in accordance with established policy. *Provide specialized fire protection plan review and consulting to other state agencies and stakeholders. *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% and may include 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 <input type="checkbox"/> 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.		
20%	*Perform field inspection of construction sites and witnesses acceptance tests of fire and panic life safety systems; conduct final walk through inspection of occupancy, provide recommendations as necessary; prepare construction documentation and reports to stakeholders and 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 with stakeholders and project representatives for building construction.		
15%	*Conduct specialized fire and life safety inspections, which include but are not limited to; public fire works displays and special events to obtain compliance through fire protection engineering, education, and enforcement. Perform fire cause and origin investigations. *Respond to emergency incidents as directed by the Department.		
5%	*Represent the State Fire Marshal and attend meetings with stakeholders, fire service organizations and associations, local government, industry groups, and public organizations, etc.		
5%	*Enforce State Fire Marshal regulations for local cities and counties as requested.		
5%	*Perform other job-related duties as assigned. Desirable Qualifications: <ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite. • Excellent customer service skills. 		
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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 (Cal/OSHA) 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 _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
_____ Initials and Date			