

# CITY OF FREMONT IS HIRING: **FIRE MARSHAL**

## COMPENSATION AND BENEFITS

- ▶ Annual Salary Range:  
\$165,224 - \$223,040  
The salary range is scheduled to receive a 5% wage increase in July 2023.
- ▶ A Generous Benefits Plan
- ▶ CALPERS Retirement Pension Plan

## APPLICATION PERIOD

Open Date:

Monday, June 12, 2023

Close Date:

5PM; Friday, June 30, 2023

## SELECTION PROCESS

Tentative Assessment Center:

Tuesday, July 18, 2023

[Apply Here!](#)



# FIRE DEPARTMENT



The Fremont Fire Department is regionally recognized for excellence. Our state-of-the-art fleet includes 11 front line fire engines, two tiller aerial ladder trucks, six Type III wildland patrols and three specialty apparatus stationed at 11 fire stations. The Fire Department maintains the following innovative programs: company-based paramedics, Tactical Emergency Medical Services (TEMS), Unmanned Aerial Systems (Drone Program), Special Operations Task Force (Hazardous Materials and Type I Rescue) and Water Rescue. In addition, personnel are actively involved in wildland response through the State's mutual aid system and are members of the Urban Search and Rescue (USAR) California-Task Force 4 Team. The Department also serves the community through volunteer programs which support community engagement and emergency preparedness.

## FIRE PREVENTION BUREAU

- Lead by the Fire Marshal, the Fire Prevention Bureau conducts and oversees business inspections.
- Reviews and monitors code compliance of hazmat and non-hazmat business sites.
- Investigates and responds to complaints related to potential fire hazards.
- Responds to hazmat, inspections, and code violations records requests.



## FIRE DEPARTMENT MISSION STATEMENT

To prevent and minimize the loss of life and property threatened by the hazards of fire, medical and rescue emergencies, hazardous materials incidents, and disaster situations within the community.

## FIRE DEPARTMENT PRIMARY GOALS

- Reduce casualties and the loss of life.
- Improve patient outcome.
- Reduce and prevent property loss and damage.
- Effect successful extrication of trapped victims.
- Protect the environment from the effects of a hazardous materials release.



Fremont is a well-managed and innovative city. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on clean technology and advanced manufacturing, a low crime rate, great schools, quality parks, nearby open space, and an incredibly diverse population of 230,504 residents. As a full-service city, Fremont employs 995 regular employees and operates on a FY 2022/23 General Fund budget of approximately \$249.8 million. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

## THE ROLE OF FIRE MARSHAL

The Fire Marshal plans, organizes, administers, and directs the activities of the Fire Prevention Division of the Fire Department; develops and implements a state of the art, comprehensive code enforcement, fire prevention, fire investigation, and loss management program including inspection of buildings, abatement or removal of fire hazards, life and fire safety education, enforcement of fire codes and regulations, and the investigation of fires; serves as a member of the Fire Department's management team. The Fire Marshal is a key member of a cross-departmental team that reviews developmental proposals from conception to implementation, providing technical input to applicants and staff counterparts in other departments. In addition, the Fire Marshal works closely with fire safety plan reviewers and inspectors in the City's Building Division, providing technical support and guidance.

Essential functions include, but are not limited to:

- Develops and implements division goals, objectives, policies, and procedures.
- Plans, organizes, manages, and coordinates the activities of code enforcement, hazardous materials inspection, fire prevention, and fire investigation personnel.
- Maintains inspection schedules and records on all commercial, industrial, institutional, and multi-family residential occupancies in the City.
- Supervises fire and life safety and hazardous materials inspections and plan checking of buildings, equipment, and systems for compliance with City, state, and federal standards.
- Provides technical input to new and expanding companies from the City's "Advanced Industry" base to support economic growth.

A full job description of the Fire Marshal position can be viewed [online](#).

# THE IDEAL CANDIDATE

## EDUCATION AND EXPERIENCE:

The ideal candidate will have the education and experience equivalent to graduation from high school, supplemented by college level courses in fire science, fire protection, fire management, engineering, public or business administration, or a closely related field, and five years of increasingly responsible work experience dealing with fire-safety or hazardous material inspections, new construction and fire protection systems, investigations, public education and code enforcement. Possession of a bachelor's degree in fire science, fire protection, fire management, engineering, public or business administration, or a closely related field is desirable. Supervisory experience is highly desirable.

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## LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

The ideal candidate will have:

- Completion of California State Fire Marshal Fire Prevention 1 training or equivalent, or possession of Certification as a Fire Inspector I from the International Code Council within six (6) months) of employment or hire.
  - Fire Marshal certification by the California Office of the State Fire Marshal or equivalent, or valid and current State of California license in Fire Protection Engineering is highly desirable.
  - If sworn, completion of the Basic Fire Training Academy or equivalent is required. If non-sworn, the Certified Unified Program Agency (CUPA) technical and educational requirements listed in CCR Title 27, section 15260 may also be required.
  - Must be willing to work the hours necessary to complete assigned duties including after normal work hours.
  - Possession of a Class C California driver's license at the time of appointment and satisfactory driving record is required. Failure to possess or maintain the valid required license shall result in discipline up to and including termination of employment.
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## HOW TO APPLY

Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>.

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by sending an email to [humanresources@fremont.gov](mailto:humanresources@fremont.gov). **The City of Fremont is an Equal Opportunity Employer.**

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

# COMPENSATION AND BENEFITS

This position is represented by the Fremont Association of Management Employees (FAME). The current salary range is \$165,224 - \$223,040. The salary range is scheduled to receive a 5% wage increase in July 2023. The starting salary will be dependent on qualification and experience. Salary is supplemented by a competitive benefits package that includes but is not limited to:

## RETIREMENT

For Miscellaneous CALPERS members, CalPERS 2.5% @ 55 formula for Classic Tier 1 employees (12 months highest final compensation); 2% @ 60 formula for Classic Tier 2 employees (highest 36 months); 2% @ 62 formula for New Members as defined by PEPRA (highest 36 months).

For Safety CALPERS members, CalPERS 3% @ 50 formula for Classic Tier 1 employees (12 months highest final compensation); 3% @ 55 formula for Classic Tier 2 employees (highest 36 months); 2.7% @ 57 formula for New Members as defined by PEPRA (highest 36 months).

## MEDICAL PLAN

A variety of plans offered through CALPERS.

## VISION

Plans are offered through VSP.

## DENTAL

Plans are offered through Delta Dental.

## UNIFORM ALLOWANCE

Up to \$1,000 a year.

## HEALTH BENEFITS ALLOWANCE

The City contributes up to \$2,500 towards health benefit premiums (medical, dental and vision) and unused allowance up to \$580 is paid monthly to the employee.

## INCOME PROTECTION

The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long-Term Disability with additional coverage available for purchase by the employee.

## TUITION

## REIMBURSEMENT

Non-probationary and probationary employees with at least 6 months of full-time service can request tuition reimbursement.

## RETIREE MEDICAL

Employees hired on or after 1/1/2012 will be eligible for medical reimbursement based on total years of service as provided in the Fremont Association of Management Employees (FAME) memorandum of understanding.

## MANAGEMENT LEAVE

Management Leave accrual dependent upon years of service and safety/non-safety status.

## GENERAL LEAVE

General Leave accrual dependent upon years of service.

## HOLIDAYS

Depending on safety/non-safety status, may receive up to 13 days of holiday pay or 104 hours of paid time off. Eligible for 8-hour floating holiday.

## DEFERRED COMPENSATION

The City offers two optional 457 plans for employee participation.

## OPTIONAL BENEFITS

Dependent Care and Flexible Health Spending Account, Parking and Transportation spending account, short-term disability insurance and other programs available.

A summary of benefits can be viewed online:

[Benefits Summary](#)



## Fire Marshal Supplemental Questionnaire

The selection process will consist of an evaluation of the applicant's education, training and work experience based on the application and responses to the supplemental questionnaire. Responses to the supplemental questionnaire must reflect the work experience that is included in the "Work Experience" section of the online application. Only those candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process may consist of one or more interviews, one of which may include a practical/writing exercise.

**As part of the online application process respond to the following questions:**

1. I have attached my resume. (You must attach a resume in order for your application to be considered complete).
  - Yes
  - No
  
2. What is your highest level of education?
  - Did not complete high school or equivalent
  - High school diploma or equivalent
  - Some college
  - AA degree
  - Bachelor's degree
  - Master's degree or higher
  
3. Please list any college level courses that you have completed in fire science, fire protection, fire management, or a related field.
  
4. Please indicate if you have completed a Basic Fire Training Academy or equivalent.
  - Yes
  - No
  
5. Do you have at least five (5) years of fire prevention, inspection, arson investigation and/or suppression experience? If so, please briefly describe your experience.
  
6. Please describe any supervisory experience that you have. Include which position(s) you held and the number and type of staff that you supervised.

**Fire Marshal**  
**Supplemental Questionnaire (continued)**

7. Do you possess a valid Class C California Driver's License?
- Yes
  - No
  - No, but I have the ability to obtain a valid Class C California Driver's License by the date of appointment.
8. Please specify if you possess any of the following (Select all that apply):
- Completion of California State Fire Marshal Fire Prevention 1 training or equivalent
  - Certification as a Fire Inspector I from the International Code Council
  - Fire Marshal certification by the California Office of the State Fire Marshal or equivalent
  - State of California license in Fire Protection Engineering
  - Certified Unified Program Agency (CUPA) technical and educational requirements listed in CCR Title 27, section 15260