

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ASSISTANT FIRE MARSHAL - 1156**

**DEFINITION:**

Under direction, to supervise, coordinate, and administer a major section within the Fire Prevention Bureau of the San Diego Fire-Rescue Department; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises, through subordinate supervisors, the work of fire prevention inspectors;
- Establishes and interprets fire plan checks and inspections, and fire code policies and procedures;
- Documents program development and effectiveness;
- Assists in the annual preparation of the budget;
- Monitors the section's budgetary status;
- Analyzes data and prepares reports;
- Reviews and evaluates policies and procedures in response to changes in fire codes and fire prevention technology;
- Monitors work output of operating units; develops work objectives for activities and operations;
- Initiates code enforcement and fire prevention activities and programs;
- Responds to requests and complaints from the public regarding code requirements and Fire Prevention Bureau activities and functions;
- Reviews proposed legislation at the local, state, and federal level pertinent to code enforcement or other Fire Prevention Bureau functions;
- Assists in the development and/or revision of policies or code regulations;
- Explains department policies and procedures, and City, state, and federal regulations and codes;
- Prepares, reviews, and evaluates reports and correspondence;
- Represents the department before government and community bodies on current and proposed programs and/or activities;
- Serves on committees and groups to discuss changes in fire technology and coordinate activities or programs;
- Mediates and resolves employee complaints and grievances;
- Conducts special studies; selects, trains, and disciplines personnel;
- Evaluates the work performance of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Fire Prevention Supervisor and/or a Fire Captain with the City of San Diego. Possession of valid California Class C Driver's License.