



The City of Santa Clara  
California  
**EMPLOYMENT OPPORTUNITY**

**DEPUTY FIRE MARSHAL – HAZARDOUS MATERIALS #35-13-376**

Open/Promotional

**MONTHLY SALARY RANGE:** \$10,318 - \$12,572 (Longevity Pay up to \$13,200)

**QUALIFICATIONS:** Applicants, at time of filing application, must possess:

- Graduation from an accredited college or university with a Bachelor's degree in Chemistry, Toxicology, Biology, or approved related field; and
- Two (2) years recent experience related to the storage and handling of hazardous materials.

Desirable Qualifications:

- Experience responding to or handling hazardous materials emergencies.
- Experience in enforcement of the Fire Code.
- Experience as a Federal, State or local agency fire or hazardous materials inspector.

Possible Substitutions:

- Additional qualifying experience may be substituted on a year for year basis for the required education, up to a maximum of two (2) years.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

**LICENSE, SPECIAL CONDITIONS AND OTHER REQUIREMENTS:**

- Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.
- Incumbents must complete a POST-qualified California Penal Code Section 832 training course and be qualified as a Peace Officer with limited peace officer powers within six (6) months of appointment.
- Completion of California State Fire Marshal Fire Prevention I Training or equivalent or possession of Certification as a Fire Inspector I from the International Code Council within twelve (12) months of appointment.
- Completion of California State Fire Marshal Fire Investigation 1A Training or equivalent within twelve (12) months of appointment.
- Completion of California State Fire Marshal Fire Investigation 1B Training or equivalent within eighteen (18) months of appointment.
- Underground Tank Inspector Certification issued by the California Water Resource Control Board must be obtained within one year of appointment and maintained for the duration of the appointment.
- Compliance with California Title 27 of the California Code of Regulations (CCR), Section 15260(B)(d)(3) must be met within one year of appointment and maintained for the duration of the appointment.
- Incumbents shall be required to obtain and maintain any other licenses(s) and or certification(s) that may be required by future regulation by Federal, State, local and/or industry requirements.
- Incumbents of this classification may be required to work shifts, weekends, unusual hours in emergency situations and to be available on an "on call" basis.
- Candidates will be required to pass a City background investigation which will include fingerprinting and may include psychological and polygraph screening as required for Deputy Fire Marshal – Hazardous Materials.
- Must be able to perform all of the essential functions of the job assignment.

**APPLICATIONS:**

Applicants may submit an application online by using the "Apply Now" feature from the job announcement on the City's website at [www.santaclaraca.gov](http://www.santaclaraca.gov) or obtain a paper application at the City of Santa Clara Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

**FINAL FILING DATE:** MONDAY, JUNE 24, 2013 4:00PM

To be considered for this position, candidates must submit a 1) **City Employment Application** and 2) **Resume**. **Incomplete applications will not be accepted. Please do not substitute "see resume" or "see personnel file" in the employment history section of the application.**

Applications must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 4:00 p.m. Monday, June 24, 2013.**

Applicants are encouraged to submit an application online by using the "Apply Now" feature from the job announcement on the City's website at [www.santaclaraca.gov](http://www.santaclaraca.gov). If not applying on-line, applicants may obtain a paper application at the City of Santa Clara Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries. Applications may be faxed to (408) 247-5627 or e-mailed to [humanresources@santaclaraca.gov](mailto:humanresources@santaclaraca.gov).

June 3, 2013  
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

#35-13-376  
RECRUITMENT NUMBER

## **Deputy Fire Marshal – Hazardous Materials #35-13-376** (continued)

**EXAMINATION WEIGHT/DATE:** Oral Examination - 100% Week of July 14, 2013

Candidates must attain a passing score on the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Chemicals and their potential hazard individually and in combination with other chemicals
- Transportation, processing, storage and handling methods of hazardous materials and waste
- The principles of fire prevention
- The principles of chemistry, analytical testing techniques and sampling techniques
- Building construction, including hazardous materials, alarm systems, sprinkler systems, wet and dry standpipe systems and related systems
- Local, state, and federal laws, codes, and ordinances involving environmental protection
- Computerized systems for maintaining data and preparing reports and correspondence
- Environmental and safety practices, procedures and standards
- Supervisory techniques and methods of motivating staff to perform efficiently
- Research techniques, methods and procedures and report presentation
- Desktop applications computer software including electronic spreadsheets, word processing, and database software (e.g., Excel, Word, Access)

Ability to:

- Understand laws, rules, and regulations pertaining to hazardous materials and waste
- Gather, analyze and present data clearly
- Interpret and present findings in a clear, concise written form including the creation and use of tables, charts, and graphics to summarize results
- Analyze situations and make appropriate recommendations
- Exercise independent judgment and initiative
- Work independently with minimal supervision
- Speak effectively before large groups of people
- Develop and conduct an effective public relations program on hazardous materials and waste
- Communicate requirements, policies, and decisions to the public and co-workers in an effective manner
- Communicate logically and clearly using correct English grammar, spelling and punctuation
- Follow and provide written and oral directions
- Carry out complex written instructions and prepare comprehensive and precise written reports
- Plan, assign, supervise and review the work of fire department personnel
- Research, interpret, apply and explain laws, regulations, policies, and procedures
- Establish and maintain effective working relationships with those contacted in the course of work
- Deal tactfully and courteously with government officials, co-workers, contractors, architects and the general public
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Read and interpret blueprints or construction drawings
- Perform heavy and hazardous physical labor, and wear protective clothing and breathing apparatus as required to perform inspections and investigations
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties

### **TYPICAL DUTIES:**

Under general supervision:

- Inspect users or generators of hazardous materials and waste to ensure compliance with federal, state and local regulations;
- Investigate the causes of fires, including fires of undetermined or suspected incendiary origin;
- Review hazardous materials business plans to ensure compliance with governing regulations and the department's Certified Unified Program Agency (CUPA);
- Provide information to the public and employees regarding the storage, use and disposal of hazardous materials, and other fire and building code requirements;
- Investigate and resolve complaints regarding hazardous materials storage, handling and use;
- Respond to emergencies involving hazardous materials;
- Prepare and maintain records and reports regarding inspection activities;
- Provide training to other City or department staff regarding hazardous materials;
- Review building and other plans for facilities using or storing hazardous materials;
- Inspect new construction for facilities using and storing hazardous materials;
- May act as Fire Marshal or Assistant Fire Marshal as assigned; and
- Perform other related work as required.

### **BENEFITS:**

The City participates in the California Public Employees' Retirement System (3.0% @ 50 for classic employees). A summary of Unit #1 Benefits may be obtained online [www.santaclaraca.gov](http://www.santaclaraca.gov) or from the Human Resources Department.

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