CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Fire Marshal
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	Fire Chief
Website	www.cambriacsd.org

DEFINITION

Under the general direction of the Fire Chief, plans, organizes, administers, and performs the Department's fire prevention and community risk reduction functions. Leads WUI risk reduction, defensible-space and vegetation-management inspections, weed-abatement compliance, business and occupancy inspections, evacuation preparedness, public education, fire investigation, and related code-enforcement activities. Develops inspection and reporting procedures, coordinates with partner agencies, and evaluates compliance and risk-reduction results. Assists the Fire Chief with Department administration and serves in designated acting Fire Chief, Fire Captain, incident-command, and emergency-management assignments within established qualifications and delegated authority. Directs assigned fire prevention activities and supervises assigned personnel during designated supervisory or acting assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Community Risk Reduction and WUI Prevention

- Plans, implements, and evaluates community risk reduction projects, including the Cambria WUI Risk Reduction and Fire Prevention Code Compliance Project; completes assigned scope, schedules, documentation, and reporting requirements.
- Identifies and prioritizes high-risk WUI parcels, including large, merged, and improved lots, using inspection history, local hazard information, field observations, and District-supported mapping and records.
- Inspects defensible space, hazardous vegetation, home-hardening conditions, and fire access; explains applicable requirements and recommended mitigation measures to property owners.
- Documents hazards and violations, establishes correction schedules within applicable authority, conducts follow-up and re-inspections, and verifies and records completed corrective actions.

- Coordinates the annual Fire Hazard Fuel Reduction Program and year-round weed-abatement follow-up under adopted District ordinances, including Ordinance 01-2025 and applicable amendments.
- Prepares notices and inspection records; coordinates authorized contract abatement, administrative hearings, and cost-recovery documentation with District administration and legal staff.
- Maintains parcel histories, photographs, correction records, and compliance status in District-supported records and GIS systems; identifies recurring hazards and unresolved cases.

Fire and Life Safety Inspections and Code Compliance

- Interprets, applies, and explains adopted fire and life-safety codes, WUI requirements, local ordinances, and relevant state regulations within the District's jurisdiction and delegated authority.
- Schedules and conducts required business and occupancy inspections; maintains inspection cycles, identifies deficiencies, and follows corrective action through resolution.
- Inspects occupancies, construction, exits, fire access, fire-protection systems, hazardous-materials conditions, and other fire and life-safety features within assigned authority and qualifications.
- Reviews plans, specifications, permit applications, and fire-protection proposals; identifies fire access, water supply, sprinkler, alarm, and WUI concerns; coordinates with County building and planning officials and other authorities.
- Coordinates construction and acceptance inspections and recommends or issues approvals only within delegated authority; refers specialized technical matters to qualified reviewers.
- Reviews special events and temporary activities for applicable fire-safety requirements; coordinates authorized operational permits and hazardous-materials referrals with the responsible agencies.
- Investigates complaints, documents violations, issues authorized notices and citations, and works with property owners and businesses to obtain timely compliance through established District procedures.

Fire Investigation

- Conducts or coordinates origin-and-cause investigations within training, qualifications, and assigned authority; identifies when specialized investigative assistance is needed.
- Preserves scenes and evidence, maintains required documentation and chain of custody, prepares investigative reports, and provides testimony when required.
- Coordinates suspected arson and related investigations with appropriate law enforcement and fire investigation agencies.

Evacuation Preparedness and Public Education

- Develops standardized evacuation and fire-safety information for hotels, motels, VRBOs, other vacation rentals, and transient occupancies in coordination with County OES and lodging operators.
- Delivers education on defensible space, home hardening, vegetation management, fire-code responsibilities, and evacuation readiness through inspections, community meetings, neighborhood outreach, and District communication channels.
- Develops and distributes bilingual fire-safety materials and arranges translation support as needed; adapts outreach for older adults, people with access or functional needs, Spanish-speaking residents, residents with limited resources, seasonal residents, and visitors.

- Supports Firewise efforts, Neighborhood Liaisons, and assigned CERT preparedness activities; coordinates with the Cambria Fire Safe Focus Group, County OES, CAL FIRE, OSFM, businesses, and community organizations.
- Addresses Cambria's forested coastal WUI, hillside development, narrow roads, and limited access in prevention priorities and coordinated evacuation preparedness; maintains current, consistent public information.

Program Management and Department Administration

- Establishes repeatable inspection procedures, forms, re-inspection schedules, correction documentation, outreach materials, and evacuation templates; trains assigned personnel to maintain consistent prevention operations.
- Establishes baseline conditions within the first 90 days of the WUI project and tracks inspections, re-inspections, corrected hazards, compliance improvement, required occupancy inspections, lodging evacuation information, education contacts, bilingual outreach, and observed education outcomes.
- Reviews project progress monthly, completes midpoint and final evaluations, recommends adjustments, and prepares required performance, closeout, and program-transition records for assigned prevention projects.
- Prepares prevention work plans, budget requests, fee recommendations, reports, correspondence, and recommendations for code, ordinance, and procedure updates.
- Provides prevention and inspection training to Department personnel; maintains current technical knowledge and supports consistent application of adopted requirements.
- Represents the Department at public and interagency meetings; responds to sensitive inquiries, resolves code-compliance concerns, and provides authorized public information.
- Assists the Fire Chief with Department administration, assigned work planning, personnel supervision, training coordination, and other related management responsibilities.

Operational and Acting Assignments

- Serves as acting Fire Chief during the Chief's absence when designated; provides Department oversight, administrative decisions, coordination, and command within written delegated authority and established qualifications.
- Serves as acting Fire Captain when designated and qualified; supervises an engine company, directs personnel, manages assigned incidents, and completes company-officer responsibilities under Department policies.
- Responds to fires, EMS incidents, rescues, and other emergencies as assigned; performs command or support functions within incident-command qualifications, medical scope, and operational authority.
- Supports major-incident coordination, emergency planning, and Emergency Operations Center assignments as designated; coordinates with County OES and cooperating agencies.
- Maintains operational readiness, required credentials, equipment familiarity, and relevant training; meets Department qualification requirements before undertaking acting or operational assignments.
- Returns to duty or works outside the assigned schedule when required for major incidents, emergency assignments, investigations, or public-safety responsibilities under District policies.

Future Enforcement Assignments

- If the District later establishes a legally authorized fire-prevention or arson-enforcement assignment, it will require POST Penal Code 832 Arrest and Firearms training and other applicable appointment, training, and qualification requirements. Firearm carriage requires lawful authority, express District authorization, and compliance with adopted policies; this specification does not itself confer peace-officer status.
- Performs other related duties consistent with the classification, qualifications, applicable law, and Department policies.

Knowledge

- Fire and life-safety codes, WUI requirements, defensible space, vegetation management, home hardening, occupancy hazards, and fire-protection systems.
- Inspection, plan-review, complaint investigation, correction, abatement, evidence, and recordkeeping procedures.
- Fire investigation principles; fire, EMS, rescue, and incident-command practices; emergency planning and evacuation coordination.
- Personnel supervision, work planning, public education, program evaluation, budget administration, and effective public-agency communication.

Abilities

- Apply codes within jurisdiction; read plans; perform accurate inspections; document defensible findings; and resolve compliance issues professionally.
- Manage concurrent field, administrative, and operational responsibilities; exercise sound judgment; supervise assigned personnel; and recognize limits of authority.
- Use records, office applications, and GIS; track compliance and outcomes; prepare clear reports; and make effective public presentations.
- Work respectfully with residents, businesses, developers, agencies, and people with varied language, cultural, and accessibility needs.

MINIMUM REQUIREMENTS

Education and Experience

- High school diploma or equivalent.
- Five years of progressively responsible fire-service experience, including two years of company-officer or comparable supervisory responsibility and two years of fire prevention, inspection, code-compliance, or related investigation work. Supervisory and prevention experience may be concurrent.
- Completion of the educational requirements for OSFM Company Officer or Fire Officer 2, or SFT-recognized equivalent education qualifying the applicant for the required Fire Officer 3 coursework.
- Demonstrated ability to independently perform and document assigned inspections and to supervise personnel and manage incidents within the Department qualifications.
- A documented equivalent combination of related education, training, and experience may be accepted by the District when it provides the required competencies; legally required credentials and mandatory course deadlines remain applicable.

Minimum Qualifications

- Possess and maintain a valid California driver's license, satisfactory driving record, and proof of insurance; obtain and maintain the license class and endorsements required for any assigned apparatus.

- Possess California OSFM Fire Fighter 1, Fire Fighter 2, Fire Inspector 1, and Fire Inspector 2 certifications, or documented equivalent qualifications accepted by the District for assigned operational duties.
- Possess and maintain a valid California EMT certification or paramedic license and current healthcare-provider CPR certification.
- Possess hazardous-materials first-responder operational training and incident-command qualifications appropriate to assigned duties.
- Meet and maintain Department company-officer, acting Chief, medical, and operational qualification requirements before undertaking the applicable assignment.

DESIRABLE LICENSES, CERTIFICATES, AND QUALIFICATIONS

- Associate or higher degree in fire science, fire protection, public administration, or a related field.
- OSFM Fire Marshal, Fire Officer 2 or Company Officer, Fire Officer 3 or Chief Fire Officer, Fire Inspector, Fire Plans Examiner, Fire Investigator, or Fire Instructor certification.
- Advanced WUI, community risk reduction, code-enforcement, program-evaluation, public-information, or emergency-management training.
- Bilingual communication skills and experience working with diverse communities, lodging operators, and community preparedness partners.

Required Post-Appointment coursework
Within six months of appointment, successfully complete the following OSFM/SFT Fire Marshal courses under the 2024 curriculum, or documented SFT-recognized equivalent coursework:

- Fire Marshal 1A: Administration and Professional Development
- Fire Marshal 1B: Community Risk Reduction Planning and Management
- Fire Marshal 1C: Fire Investigation Program Management
- Fire Marshal 1D: Regulatory Program Management

Within twelve months of appointment, successfully complete the following OSFM/SFT Fire Officer 3 courses under the 2020 curriculum, or documented SFT-recognized equivalents to the former Chief Fire Officer coursework:

- Fire Officer 3A: Human Resource Management
- Fire Officer 3B: Finance and Administration
- Fire Officer 3C: Command of Expanding Incidents

These deadlines concern successful course completion. Full State certification remains subject to applicable experience, prerequisites, task books, and other certification requirements. Verified prior course credit may satisfy the applicable coursework requirement.

Working Conditions and Physical Requirements
Work includes office duties, driving, outdoor inspections on uneven or steep terrain, construction and fire scenes, public meetings, and assigned emergency operations. Exposure may include weather, smoke, hazardous environments, and confrontational situations. The employee must perform essential field and assigned operational functions, use required protective equipment and SCBA when applicable, and safely carry or handle equipment associated with those assignments, with or without reasonable accommodation. Evening, weekend, and emergency callback duties may be required.