



San Bernardino County  
**Assistant Fire Marshal - HMRT**

<b>SALARY</b>	\$45.09 - \$60.25 Hourly \$7,815.60 - \$10,443.33 Monthly \$93,787.20 - \$125,320.00 Annually	<b>LOCATION</b>	San Bernardino, CA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	24-46129-01
<b>DEPARTMENT</b>	Fire District	<b>OPENING DATE</b>	08/24/2024
<b>CLOSING DATE</b>	9/20/2024 5:00 PM Pacific		

### The Job



The **San Bernardino County Fire Protection District, Office of the Fire Marshal (OFM)**, is recruiting for **Assistant Fire Marshal - HMRT** to plan, supervise, and coordinate the activities of a group of Hazardous Materials Specialists engaged in a specific program objective for the Hazardous Materials Section assigned to the Hazardous Materials Response Team (HMRT).

An example of duties include:

- Responding to hazardous materials emergencies to include entering immediately dangerous to life and health (IDHL) environments when necessary;
- Conducting field investigations and hazardous waste audits;
- Preparing budget and position requirements, and working with administration concerning personnel and human resource issues;
- Evaluating individual staff performance including the initiation of disciplinary action where appropriate;
- Defining priorities, tracking activities, and measuring performance against individual, program, and section objectives;
- Performing enforcement activities such as reviewing enforcement cases, holding enforcement hearings, contacting respondents, and assessing and negotiating penalties, and coordinating with the District Attorney's Office, as needed;
- Developing and implementing recommendations for improved safety and effectiveness;
- Utilizing the data management system to assess personnel time management, analyzing budgetary and practical needs for efficient program implementation, and providing information to other agencies and the public;
- Making presentations to city councils, commissions, civic organizations, and to the general public.

- Participating and developing internal and external agency training, drills, and exercises.

For more detailed information, review the [Assistant Fire Marshal - HMRT](#) job specification.

The Assistant Fire Marshal – HMRT is a Safety position and receives Safety retirement benefits, for additional details refer to the Specialized Fire Services Unit MOU ([Download PDF reader](#)).

**EXCELLENT BENEFITS**

The infographic is set against a blue background with a cloud pattern. At the top, there are three yellow icons: a heart with a pulse line, an airplane, and a dollar sign. Below each icon is a white-bordered box with a yellow border containing text. At the bottom, there is a yellow call-to-action button and a list of additional benefits.

HEALTH BENEFITS	PAID TIME OFF	RETIREMENT PERKS
<ul style="list-style-type: none"> <li>• Medical and Dental: <i>Family Coverage</i></li> <li>• Vision: <i>Employee/Dependent Coverage</i></li> <li>• Premium subsidies to offset health costs</li> <li>• Flexible Spending Account: <small>Pre-tax account for qualified healthcare expenses</small></li> </ul>	<ul style="list-style-type: none"> <li>• Up to 4 weeks accruable vacation with cash-out option</li> <li>• 12 days accruable sick leave</li> <li>• 15 paid holidays</li> <li>• Perfect Attendance Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Generous Pension</li> <li>• <i>Retirement Reciprocity may be available!</i></li> <li>• 457(b) Deferred Compensation Plan w/ Match</li> <li>• Retirement Medical Trust Fund</li> </ul>

**Click here to learn more!**

DCAP Account - County Paid Life Insurance - AD&D Insurance  
529 Savings Plan - Wellness Program  
Commuter Services - Employee Discounts

([Download PDF reader](#))

**CONDITIONS OF EMPLOYMENT**

**Availability:** Assistant Fire Marshal – HMRT is a member of the Hazardous Materials Response Team and may be on standby for after hour’s emergency response and perform other emergency response functions depending on specific assignment.

**Health and Physical Condition:** Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire District.

**Registration:** Must possess and maintain Registration as an Environmental Health Specialist issued by the State of California Department of Public Health (CDPH) throughout employment.

**Travel:** Travel throughout the County may be required. At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.

**Sponsorship:** Please note San Bernardino County is not able to consider candidates who will require visa sponsorship at the time of application or in the future.

**Minimum Requirements**

<b>CERTIFICATION:</b>	Must possess and maintain valid certification as a Hazardous Materials Specialist with the State of California Office of Emergency Services.
<b>--AND--</b>	
<b>REGISTRATION:</b>	Must possess and maintain a valid certification as a Registered Environmental Health Specialist (REHS) with the State of California Department of Public Health. (CDPH).
<b>--AND--</b>	
<b>EXPERIENCE:</b>	Must meet one of the options below:

**Option A: Total of four (4) years' experience:** Two (2) years of experience as an REHS in California; PLUS two (2) additional years' experience as an REHS and/or as a Hazardous Materials Specialist (or equivalent to OFM's HMS) in a Certified Unified Program Agency (CUPA) or Participating Agency (PA).

**Option B: Total of three (3) years' experience, with possession of a Master's Degree in Hazardous Materials, Environmental Health, Public Health, Industrial Hygiene or directly related field:** Two (2) years of experience as an REHS in California; PLUS one (1) additional year experience as an REHS and/or as a Hazardous Materials Specialist (or equivalent to OFM's HMS) in a Certified Unified Program Agency (CUPA) or Participating Agency (PA).

## Desired Qualifications

The ideal candidate will have experience with administrative, civil, or criminal enforcement; and possess an ICC-UI certification. Knowledge of the California Environmental Reporting System (CERS) and Envision Connect and/or Accela computer programs is also highly desired. In addition, the ideal candidate will have supervisory or lead experience leading a program.

## Selection Process

**Examination:** There will be a **competitive evaluation** of qualifications based on the information provided in the Application and the Supplemental Questionnaire. You are encouraged to include detailed descriptions of your qualifying experience and skills, as only the most highly qualified applicants will be referred to the Department. Candidates who demonstrate exceptional qualifications will be referred to the appointing authority for a selection interview.

**Application Procedure:** To be considered for this excellent opportunity, please complete and submit the online employment application and supplemental questionnaire by the stated deadline. *Resumes will not be accepted in lieu of the application and/or supplemental questionnaire.*

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the closing of this recruitment. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

**All communications regarding the selection process will be via email.** Applicants are encouraged to check their e-mails frequently to obtain any correspondence associated with this recruitment. Please be sure the email provided on this application is always current; it is your responsibility to update your personal information. Update your Spam, Junk, Bulk and Firewall settings as needed to ensure that you receive all information pertaining to this recruitment.

**EEO/ADA:** San Bernardino County is an [Equal Employment Opportunity \(EEO\)](#) and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

**ADA Accommodation:** If you have a disability and require accommodations in the testing process, submit the [Special Testing Accommodations Request Form \(Download PDF reader\)](#) within one week of a recruitment filing deadline.

**Veterans' Preference:** Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points. Click [here \(Download PDF reader\)](#) for information and instructions to request Veteran's Preference points.

Please click [HERE](#) for important Applicant Information and the County Employment Process.

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**Agency**

San Bernardino County

**Address**

175 West Fifth Street, 1st Floor

San Bernardino, California, 92415-0440

**Phone**

(909) 387-8304

TTY Users: 711

**Website**

<http://www.sbcounty.gov/jobs>

## Assistant Fire Marshal - HMRT Supplemental Questionnaire

### \*QUESTION 1

**Instructions:** The information on this application and your responses to the following supplemental questions will be used in a **competitive evaluation** of qualifications. It is to your benefit to write detailed responses to each question in order to ensure qualifications are properly considered. *Experience listed in this questionnaire must be fully detailed in the work experience section of your application. Do not refer to resume.*

I have read and understand the above statement.

### \*QUESTION 2

Do you possess a valid certification as a **Hazardous Materials Specialist** with the State of California Office of Emergency Services?

Yes

No

### \*QUESTION 3

Do you possess a valid certification as a **Registered Environmental Health Specialist (REHS)** with the State of California Department of Public Health. (CDPH)?

Yes

No

### \*QUESTION 4

Provide your REHS number and expiration date below.

### \*QUESTION 5

Do you possess a valid **ICC-UI** certification?

Yes

No

#### \*QUESTION 6

Describe your experience as a member of an emergency response agency. Include a brief description of your duties and responsibilities. Ensure that this experience is detailed in your work history. If none, indicate "N/A".

#### \*QUESTION 7

**Hazardous Materials Training:** List any Hazardous Materials Training certificates you possess. If none, indicate "N/A".

#### \*QUESTION 8

**Lead/Supervisory Experience:** Describe your experience performing lead or supervisory duties. Include the following:

- your title
- number and titles of employees supervised/lead
- employer name
- scope of supervisory/lead responsibilities (e.g., staff development, training, hiring decisions, disciplinary actions, and work performance evaluations.) If no experience, indicate "N/A".

#### \*QUESTION 9

**Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

I acknowledge that I have read, understood, and agree to the above.

#### \*QUESTION 10

##### **\*\*ATTENTION GMAIL USERS\*\***

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file \(Download PDF reader\)](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

**Note:** If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your [www.governmentjobs.com](http://www.governmentjobs.com) (Neogov) account inbox. All notifications will appear there.

I understand

#### \*QUESTION 11

**Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these

**for your records. Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.**

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

\* Required Question