



City of Torrance

FIRE PREVENTION SUPERVISOR / DEPUTY FIRE MARSHAL

SALARY	\$8,645.87 - \$10,509.20 Monthly	LOCATION	Torrance, CA
JOB TYPE	Permanent Full-time	JOB NUMBER	24063505
DEPARTMENT	Fire	DIVISION	Fire Community Risk Reduction
OPENING DATE	06/13/2024	CLOSING DATE	Continuous

DESCRIPTION

WE STRONGLY ENCOURAGE APPLICANTS TO READ THE JOB ANNOUNCEMENT IN ITS ENTIRETY BEFORE SUBMITTING AN APPLICATION FOR THIS POSITION.

The City of Torrance recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the City of Torrance today.

The City of Torrance is recruiting for Fire Prevention Supervisor/ Deputy Fire Marshal be part of the Torrance Fire Department/Community Risk Reduction Division Team!

Mission Statement

We serve with excellence through preparedness, response, and engagement.

The Department

The **Torrance Fire Department** is a nationally recognized ISO Class 1 premier all-risk public safety organization and a Center for Public Safety (CPSE) Accredited Agency. The primary mission is to protect, serve and improve the quality of life for the entire community of Torrance. This is achieved through strong partnerships in all areas within the City of Torrance. Resources are strategically located across the city to ensure the community's expectations are being met. The Torrance Fire Department is comprised of the following functioning divisions: Administration, Communications, Community Risk Reduction, Emergency Medical Services, Logistics, Operations, Planning, Research & Development, and Training.

The Division

The **Community Risk Reduction Division** personnel are a highly trained group of individuals who, as a team, work to prevent fires, loss of life, and property damage through education, engineering and enforcement. The Division oversees the Fire and Life Safety Program, Hazardous Materials Program, Fire Investigation Program, Public Affairs/Education Program and National Pollution Discharge Elimination (NPDES) Program. The Division provides fire technical information and assistance to Mayor and Council, Commissioners, and City staff about incidents, new projects in the City; new construction plans for fire protection and emergency access; and conducts additional special assignments throughout the City.

The Position

The **Fire Prevention Supervisor/Deputy Fire Marshal**, will report directly to the Fire Marshal and will lead a dynamic team responsible for overseeing crucial fire/hazardous materials inspections, investigations, and public affairs/education services within the Fire Department. Your role involves directing, supervising, and prioritizing the division's daily operations, ensuring compliance with fire and life safety laws and regulations. You will provide technical guidance to diverse stakeholders,

evaluate plans for fire protection adequacy, and oversee inspection activities related to hazardous materials (UPA), California Accidental Release Program and underground storage tank regulations. Additionally, you will be contributing to the management of fire prevention efforts and supporting the Fire Marshal as needed. Your leadership will drive continuous improvement efforts, including training initiatives for department personnel and public outreach programs. With your expertise, you'll ensure the highest standards of safety, efficiency, and customer service, making a significant impact on community safety and risk reduction.

For more information about the duties of the position, [click here](#).

QUALIFICATION GUIDELINES

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

An Associate of Arts/Science degree in Fire Prevention, Fire Science or a related field; and four (4) years of progressively responsible experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education.

One year of supervisory or lead work experience is preferred.

A Bachelor's of Arts/Science in Fire Prevention or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

Successful candidates will possess the following competencies:

- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Professional and Technical Expertise – Applying technical subject matter to the job
- Managing Performance – Ensuring superior individual and group performance
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Decision Making – Choosing optimal courses of action in a timely manner
- Leadership – Guiding and encouraging others to accomplish a common goal

License and/or Certificates

The following licenses and/or certifications must be in possession and maintained throughout employment:

- A valid California Class C Drivers' License; and

(Incumbents must possess or obtain the following certifications by end of probation)

- California Penal Code 832 certificate
- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate
- International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate
- International Code Council (ICC) Fire Inspector I certificate

The following certifications are desirable:

- CSFM Fire Marshal
- California State Fire Marshal (CSFM) Fire Investigator
- ICC Fire Inspector II
- ICC Fire Plans Examiner
- CSFM Fire Inspector I or II
- CSFM Community Risk Educator

HOW TO APPLY & EXAM PROCESS

Interested candidates must submit an online application and supplemental questionnaire(???) at www.TorranceCA.Gov/Jobs.

Application submission will be accepted on a continuous basis until the position is filled. First review of applications will be those received by **Sunday, July 14, 2024 at 11:59 p.m.** If a sufficient number of qualified applications are received by the first review date, there is the possibility that the recruitment may close at that time.

Only those candidates who best meet the City and Department's needs will be invited to participate in the examination process, which will consist of the following:

Panel Interview: Weighted 100% (*Tentatively scheduled for Tuesday, July 23, 2024*)

SPECIAL NOTES

Visit www.TorranceCA.Gov to find out more information about our community.

The City of Torrance Conflict of Interest Code requires that employees in this classification file an annual Financial Disclosure Statement. Information about this requirement may be obtained from the City Clerk's office.

Applicants with disabilities who require special testing arrangements **must** contact Human Resources prior to the examination date(s). If you have a disability for which you require an accommodation, please contact us at (310) 618-2915 before the test date.

As a condition of employment, candidates must pass a background check (including personal history questionnaire, background interview, Live Scan, reference check, and polygraph).

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice.

City of Torrance Inclusion Statement

The City of Torrance is a welcoming and culturally-rich community. As a pillar of public service, we strive to be an employer of choice by attracting and retaining a talented workforce where people of diverse backgrounds, cultures, religions, and lifestyles are valued. Our mission is to create an inclusive environment where our staff are empowered to perform at their highest level and contribute towards making a positive impact.

The City is an equal opportunity employer and works towards building collaborative teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. Come join us to help cultivate a workplace that welcomes and celebrates the diversity of our employees!

Agency

City of Torrance

Address

3231 Torrance Blvd.

Torrance, California, 90503

Phone

310-618-2915

Website

<http://www.TorranceCA.Gov/Jobs>

FIRE PREVENTION SUPERVISOR / DEPUTY FIRE MARSHAL Supplemental Questionnaire***QUESTION 1**

The following supplemental questions will be used to evaluate your qualifications for the position for which you are applying. Resumes are encouraged but will NOT be used in lieu of the application or supplemental questions. Please read each question carefully and provide a thorough and complete response. Do NOT state "see resume" or "see application" to respond to any of the following questions. Failure to respond to all questions will be considered an incomplete application and may not be considered for further processing. Do you understand the foregoing?

- Yes
 No

***QUESTION 2**

I UNDERSTAND that I am required to describe IN DETAIL my qualifying experience in the Work Experience Section of my application. In addition to including my qualifying experience, I UNDERSTAND that I should list ALL JOBS, regardless of duration, including part-time jobs, military service and any volunteer experience during my entire work history. I UNDERSTAND that when providing my work history, ALL DATES should be UPDATED, starting with my most recent job. I UNDERSTAND that answers that I provide to the supplemental questions should be reflected in the Work Experience Section of my application. I UNDERSTAND that if I am currently employed by the City of Torrance, I MUST provide my appropriate job classification/title and provide a description of my duties in the Work Experience Section of my application. I have read these statements in their entirety and understand them completely and to their fullest.

- Yes
 No

***QUESTION 3**

What is your highest level of education completed?

- High School Diploma or GED
 Some College Coursework
 Associate's Degree
 Bachelor's Degree
 Master's Degree or above
 None

***QUESTION 4**

Have you taken college-level coursework and/or specialized training in fire science?

- Yes
 No

***QUESTION 5**

If you have taken college coursework, provide the name of the institution attended and the title of the course(s). (Type N/A if not applicable)

***QUESTION 6**

Do you have four (4) years of progressively responsible experience in Fire Prevention/Community Risk Reduction in the following areas (check all that apply)?

- Fire Prevention processes and procedures
- Fire Investigation
- Fire Code Enforcement
- Hazardous Material Management
- Fire Education
- None

***QUESTION 7**

Explain in detail your experience in Fire Prevention/Community Risk Reduction based on the areas you checked on item #6. (Type N/A if not applicable)

***QUESTION 8**

Provide in detail your experience and training in Fire Prevention/Community Risk Reduction and Haz Mat environmental enforcement. (Type N/A if no applicable)

***QUESTION 9**

Do you have experience with hazardous material use, handling, storage, disposal or inspection?

- Yes
- No

***QUESTION 10**

Provide a description of your experience with hazardous material. (Type N/A if not applicable)

***QUESTION 11**

Do you have experience in the following areas (check all that apply)?

- Fire safety and disaster preparedness
- Emergency management and public speaking
- Training/instructional techniques
- None

***QUESTION 12**

Describe any experience you may have in any of the areas you checked on item #11. (Type N/A if not applicable)

***QUESTION 13**

Do you possess a valid California Class C driver's license?

- Yes
- No

***QUESTION 14**

Do you possess any of the following certificates (check all that apply)?

- None
- California Penal Code 832 certificate

- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate
- International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate
- International Code Council (ICC) Fire Inspector I certificate
- CSFM Fire Marshal
- Fire Investigator certificate from California State Fire Marshal (CSFM)
- ICC Fire Inspector II
- ICC Fire Plans Examiner
- CSFM Fire Inspector I or II
- Other

***QUESTION 15**

If you checked other on item #14, provide the title of any other certificates you possess. (Type N/A if not applicable)

***QUESTION 16**

Provide in detail your experience working in a team environment. Include any leadership experience or training.

* Required Question