



City of Calimesa Fire Department

Physical Address: 906 Park Avenue, Calimesa, CA 92320

Mailing Address: 908 Park Avenue, Calimesa, CA 92320

(909) 795-9801 www.calimesa.gov

City of Calimesa Fire Department JOB ANNOUNCEMENT

The City of Calimesa Fire Department is recruiting for the position of:

PART-TIME DEPUTY FIRE MARSHAL

CLOSING DATE: SEPTEMBER 30, 2026 AT 5:30 P.M.

Range 259 - \$36.12 - \$46.09 hourly rate

Job Description and Employment Application are attached.

**Completed Applications are due no later than 5:30 p.m. on
Wednesday, September 30, 2026 to City of Calimesa
Human Resources Department at 908 Park Avenue,
Calimesa, CA 92320 or via email at dgerdes@calimesa.gov**



Calimesa Fire Department

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DEPUTY FIRE MARSHAL
\$36.12 – \$46.09 Hourly

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: EXEMPT

POSITION STATUS: REGULAR FULL-TIME/PART-TIME

REPORTS TO: FIRE CHIEF

DEFINITION

Under the administrative direction of the Fire Chief, the Deputy Fire Marshal manages and performs the functions of the Fire Prevention Bureau. Responsibilities may include fire and life safety code enforcement, plan review, fire and permit inspections, public education, Community Risk Reduction (CRR), Community Emergency Response Team (CERT), emergency preparedness, Emergency Operations Center (EOC) functions, supervision of assigned personnel, and other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Fire Marshal is a supervisory-level classification responsible for coordinating and overseeing the activities of the Fire Prevention Bureau. The position provides day-to-day supervision and technical direction to assigned personnel and assists the Fire Chief with the administration of fire prevention and Community Risk Reduction programs. This classification is distinguished by its responsibility for coordinating fire prevention activities, inspections, plan review, code enforcement, public education, and other assigned prevention programs.

ESSENTIAL JOB FUNCTIONS (including but not limited to the following):

- Perform fire and life safety inspections of commercial, industrial, residential, state-licensed, and other regulated occupancies.
- Review building, development, site, fire alarm, fire sprinkler, fire protection system, and other plans for compliance with applicable fire and life safety requirements.
- Conduct new construction inspections and inspect and witness testing of new or modified fire protection systems, fire alarms, hydrants, and related systems.
- Conduct fire and life safety inspections for special events, public gatherings, and other permitted activities.
- Investigate and resolve complaints involving fire and life safety code violations and hazardous conditions.
- Interpret and apply applicable fire and life safety codes, ordinances, standards, policies, and regulations.

- Provide technical fire prevention and code-related information to property owners, businesses, contractors, design professionals, City staff, and members of the public.
- Coordinate and provide fire prevention, Community Risk Reduction, and public education programs for schools, businesses, community organizations, and the public.
- Coordinate the Department's company inspection and pre-incident planning programs and provide related guidance and training to Department personnel.
- Coordinate the hazardous vegetation inspection and abatement program, including inspections, notices, documentation, compliance activities, and lien processing as applicable.
- Assist with the development and implementation of fire prevention policies, procedures, guidelines, forms, and public information materials.
- Maintain accurate inspection, plan review, permit, code enforcement, and program records and prepare required reports and correspondence.
- Provide day-to-day supervision, direction, training, and technical guidance to assigned Fire Prevention Bureau personnel.
- Assign and review work, monitor workload and deadlines, and ensure assigned inspections, plan reviews, permits, and other prevention activities are completed accurately and timely.
- Serve as a technical resource to Department personnel, City staff, outside agencies, the development community, and the public on fire prevention and Community Risk Reduction matters.
- Attend professional, City, development, and community meetings as assigned and maintain current knowledge of applicable codes, standards, regulations, and fire prevention practices.
- Assist the Fire Chief with fire prevention and Community Risk Reduction projects, reports, programs, and other assignments.
- Perform other related duties as assigned by the Fire Chief.

MINIMUM QUALIFICATIONS

Experience:

- Any combination of education and experience that provides the knowledge, skills, and abilities necessary to perform the duties of a Deputy Fire Marshal.
- A typical qualifying background includes five (5) years of increasingly responsible experience in fire prevention, code enforcement, plan review, fire and life safety inspections, Community Risk Reduction, or a related field, including at least two (2) years of supervisory or lead-level experience.
- A high school diploma or equivalent is required.
- Completion of college-level coursework in Fire Science, Fire Technology, Fire Prevention, Fire Administration, Public Administration, Business Administration, or a related field is required.
- An associate degree in a related field is highly desirable.

Licenses and Certifications

- Possession of a valid California Class C Driver's License and a satisfactory driving record.
- California State Fire Training Fire Inspector I certification, or ability to obtain certification within twelve (12) months of appointment.
- California State Fire Training Fire Inspector II certification, or ability to obtain certification within twelve (12) months of appointment.
- California State Fire Training Plans Examiner certification, or ability to obtain certification within twelve (12) months of appointment.
- California POST PC 832 – Laws of Arrest certification, or ability to obtain certification within twelve (12) months of appointment.

The Deputy Fire Marshal shall possess the following skills, knowledge, and experience:

- Principles, practices, and operations of a modern fire prevention and Community Risk Reduction program.
- Principles and practices of program administration and supervision.
- Applicable Federal, State, and local laws, codes, regulations, ordinances, and standards.
- California Fire Code, California Building Code, California Residential Code, and applicable municipal codes.
- Fire and life safety inspection and code enforcement methods.
- Commercial and residential building construction.
- Fire protection systems, including fire sprinkler, fire alarm, and related system inspection and testing requirements.
- Plan review principles and practices.
- Pre-incident planning and building pre-plans.
- Hazardous vegetation inspection and abatement practices.
- Public education and Community Risk Reduction principles.
- Occupational hazards and appropriate safety practices.
- Recordkeeping, report preparation, and documentation.
- Modern office equipment, computer applications, and fire prevention records management systems.

Ability to:

- Assist in the development and implementation of fire prevention policies, procedures, and programs.
- Plan, organize, coordinate, and supervise the work of assigned Fire Prevention Bureau personnel.
- Provide technical direction and guidance to assigned staff.
- Coordinate fire prevention, inspection, plan review, code enforcement, public education, and
- Community Risk Reduction activities.

- Interpret, apply, and enforce applicable laws, codes, ordinances, regulations, and standards.
- Analyze complex fire and life safety issues and develop appropriate solutions.
- Prepare clear, concise, and accurate reports, correspondence, notices, and other documentation.
- Evaluate fire prevention programs and procedures and recommend improvements.
- Respond professionally to community concerns, complaints, and requests for information.
- Communicate effectively with property owners, contractors, design professionals, City staff, outside agencies, and the public.
- Establish and maintain effective working relationships with Department personnel, City staff, partner agencies, and the community.
- Organize and prioritize multiple assignments and ensure work is completed accurately and within established deadlines.

Skill to:

- Work effectively with City staff and other departments during the development review process.
- Safely operate a motor vehicle in the performance of assigned duties.
- Operate computers and applicable software and records management systems.
- Maintain accurate and organized records, files, reports, and documentation.

Special Requirements:

The incumbent must maintain a satisfactory driving record and remain insurable under the City's applicable vehicle insurance requirements. The incumbent must also meet and maintain the health, safety, and physical requirements necessary to perform the essential functions of the position, with or without reasonable accommodation.

Physical Requirements and Environmental Conditions:

Physical Demands:

The physical demands described below are representative of those required to perform the essential functions of the position. Reasonable accommodations may be made in accordance with applicable law.

The position requires sufficient mobility, strength, coordination, vision, hearing, and endurance to perform both office and field duties. Employees may be required to stand or walk for extended periods; climb stairs and ladders; stoop, kneel, crouch, reach, and navigate construction sites, buildings, uneven terrain, and other inspection environments.

The position may require lifting, carrying, pushing, or pulling equipment and materials weighing up to 50 pounds. Employees must be able to safely operate a motor vehicle and use required personal protective equipment appropriate to the assignment.

Field duties may involve exposure to heat, cold, inclement weather, dust, fumes, noise, poor lighting, moving equipment, construction hazards, traffic, elevated locations, and other conditions commonly encountered during fire and life safety inspections.

Employees must possess the physical and mental ability to recognize hazards, exercise sound judgment, and safely perform assigned duties under varying field conditions.

Work Environment:

Work is performed in office, field, construction, and inspection environments. Employees may be exposed to electrical and construction hazards, traffic, fumes, hazardous materials, dust, noise, inclement weather, extreme temperatures, and other conditions associated with fire and life safety inspections. The noise level may range from moderate to high depending on the work location.

GENERAL INFORMATION

This job specification describes the general nature and level of work performed and is not intended to be all-inclusive. Duties and responsibilities may vary based on the needs of the City and Fire Department.

Incumbents must be able to perform the essential functions of the position, with or without reasonable accommodation, and maintain the qualifications necessary for continued assignment.



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EMPLOYMENT APPLICATION

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NOTICE TO APPLICANTS: Please fill every field in this application to best of your ability and knowledge. Failing to provide full, true and accurate information or falsifying any of the information provided will disqualify applicants from eligibility for employment by the City of Calimesa Fire Department.

POSITION APPLIED FOR: _____

NAME OF APPLICANT: _____
(First) (Middle) (Last)

ADDRESS: _____
(Street) (Apt. #) (City) (State) (Zip code)

PHONE NUMBER (H): (____) _____ PHONE MESSAGE: (____) _____

EMAIL ADDRESS: _____

ADDITIONAL INFORMATION

Are you now, or have you ever been, employed by the Fire Department?

Yes ☐ No ☐ If "Yes," Explain under Remarks below.

Do you have a valid California Driver's License?

Yes ☐ No ☐ If "No," Explain under Remarks below.

DL# _____ Class: _____ State Issued: _____ Exp. Date: _____

Have you ever been discharged or forced/asked to resign?

Yes ☐ No ☐ If "Yes," Explain under Remarks below.

Are you related to anyone working for the Fire Department?

Yes ☐ No ☐ If "Yes," Explain under Remarks below.

REMARKS (IF ADDITIONAL SPACE IS NEEDED, USE SEPARATE SHEET)

EDUCATION

Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma: ☐ G.E.D. Certificate: ☐

Name of College or University Major Completed Units Degree

Other educational course work: _____

Vocational Training: _____

Special Trades or Skills: _____

EXPERIENCE

List all positions you have held in the last 10 years. If you feel volunteer, part-time or military positions are applicable, list those. List each title or promotion separately. Resumes may be attached but WILL NOT be acceptable in lieu of COMPLETE ANSWERS. Start with your present or most recent position and work backwards. Attach additional sheets as necessary.

WORK HISTORY

Organization/Company Name: _____

Address: _____ Phone Number: () _____

Position Title: _____

Dates of Employment: (Month, Year) Full-time ☐ Part-Time ☐ From: _____ To: _____ Length of service _____ Yrs. _____ Mo

Name of Supervisor: _____ Reason for leaving: _____

Duties: _____

Organization/Company Name: _____

Address: _____ Phone Number: () _____

Position Title: _____

Dates of Employment: (Month, Year) Full-time ☐ Part-Time ☐ From: _____ To: _____ Length of service _____ Yrs. _____ Mo

Name of Supervisor: _____ Reason for leaving: _____

Duties: _____

Organization/Company Name: _____

Address: _____ Phone Number: () _____

Position Title: _____

Dates of Employment: (Month, Year) Full-time ☐ Part-Time ☐ From: _____ To: _____ Length of service _____ Yrs. _____ Mo

Name of Supervisor: _____ Reason for leaving: _____

Duties: _____

Organization/Company Name: _____

Address: _____ Phone Number: () _____

Position Title: _____

Dates of Employment: (Month, Year) Full-time ☐ Part-Time ☐ From: _____ To: _____ Length of service _____ Yrs. _____ Mo

Name of Supervisor: _____ Reason for leaving: _____

Duties: _____

REFERENCES

Do you object to our contacting your past employers? Yes ☐ No ☐

If "Yes", please briefly explain: _____

AGREEMENT (READ CAREFULLY BEFORE SIGNING)

I certify that all statements in this Application are true and complete, and I authorize investigation of all matters contained. I agree and understand that any misrepresentation or omission of a matter of fact may be justification for rejection of my Application, refusal of employment, removal of my name from an Eligibility List, and/or dismissal from employment with The City of Calimesa Fire Dept. I agree to undergo a physical examination by a City of Calimesa Physician and fully understand that employment is contingent upon meeting The City of Calimesa physical requirements, background investigation, including criminal history and employment history drug test and verification of educational qualifications, certifications and licenses. I further agree to be fingerprinted and to furnish proof of age and citizenship as may be directed. I authorize the employers, schools and persons named above to provide any additional information regarding my qualifications and character.

APPLICANT SIGNATURE: _____ DATE: _____

CITY OF CALIMESA FIRE DEPARTMENT

908 Park Avenue, Calimesa, CA 92320, (909) 795-9801

The City of Calimesa Fire Department is committed to a program of Affirmative Action to address Women, minority groups and the handicapped in obtaining equal employment opportunities. We request the following information to assist us in complying with State and Federal laws to report statistics regarding our applicants.

Completion of the following questionnaire is voluntary and will not affect your chances of employment.

This portion of the application will be detached when you file your application and be used for recording purposes only. Thank you for your cooperation.

ETHNIC IDENTIFICATION

Check this group to which you commonly identify yourself:

- ☐ African American
- ☐ Hispanic (Mexican, Spanish, Puerto Rican, South American)
- ☐ White or Caucasian
- ☐ Asian American/Pacific Islander
- ☐ Native American – Name of Tribal Affiliation: _____
- ☐ Other: _____

SEX:

- ☐ Female
- ☐ Male

AGE:

(Please circle age range)

- 18-25 46-50
- 26-30 51-55
- 31-35 56-60
- 36-40 61-65
- 41-45 66+

DATE: _____

I RESIDE IN: _____

(City) (State) (Zip Code)

I HEARD ABOUT THIS JOB: (Please circle number)

1. A friend
2. A relative
3. A website If, "Yes" Which one? _____
4. A Newspaper ad. If, "Yes" Which one? _____
5. A Professional magazine, journal or newsletter. If, "Yes" Which one? _____
6. An Educational placement center. If, "Yes" Which one? _____
7. An Employment agency or special employment office. Which one? _____
8. Other: _____

Please send a complete copy of your resume, application and a copy of all certifications to:
City of Calimesa, Attention Human Resources, 908 Park Avenue, Calimesa, CA 92320 - (909) 795-9801
The City of Calimesa Fire Department is an Equal Opportunity Employer