



# Orange County Fire Authority

*invites your interest in the position of*

## Assistant Chief – Fire Marshal





## Our Mission

***"We proudly serve the changing needs of our communities by providing exceptional emergency and support services. We pledge a commitment to preserving the quality of life."***

## Our Vision

***"We are dedicated to protecting lives and property with first class public safety and emergency services through courage, compassion, and competency."***

## Our Values Statement

***"We rely on our PEOPLE and our Service Principles as we carry out our mission with:***

**P**rofessionalism  
**E**nthusiasm  
**O**rganizational Integrity  
**P**ride  
**L**eadership  
**E**ffectiveness"

## Our Motto

***"In service of others!"***

# AN EXCEPTIONAL CAREER OPPORTUNITY

The Orange County Fire Authority is seeking a forward leaning, energetic professional to serve as its next Assistant Chief – Fire Marshal and lead its highly acclaimed “Community Risk Reduction Department”. After a stellar career, the current Assistant Chief – Fire Marshal has chosen to retire in March 2025. This vital, at-will executive position will be filled with either a sworn or non-sworn, highly experienced professional.

## THE ORANGE COUNTY COMMUNITY

Nestled along the Southern California coast between Los Angeles and San Diego counties, Orange County serves as the third largest populated county in California, The vibrancy of this nearly 800 square mile jewel places it as the thirtieth largest economy in the world. Orange County has 34 cities and five supervisory districts serving a population of more than three million people.

Widely considered as one of the most desirable places to live and work, Orange County is known for its ideal weather, recreation, and a wide range of cultural arts. Many of its public and private schools are ranked among the best in the nation. The county also has top rated attractions such as Disneyland, Knott’s Berry Farm, pristine ocean beaches, and is the home of major league sports teams, including baseball’s Angels and hockey’s Ducks. Orange County boasts a thriving business economy and a well-educated work force.



# THE FIRE AUTHORITY

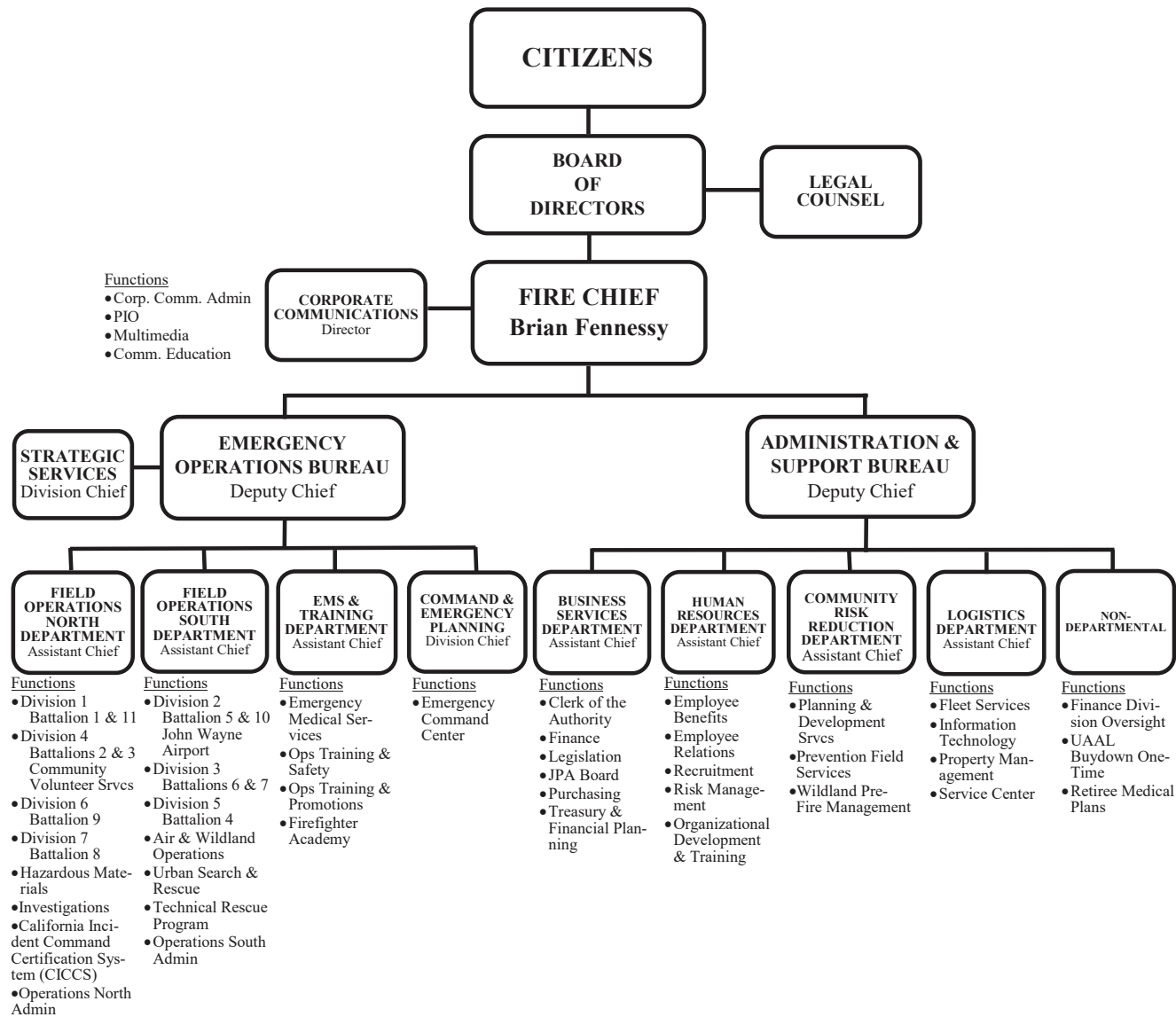
Headquartered in Irvine, California, the Orange County Fire Authority (OCFA) is a Joint Powers Authority (JPA) that serves approximately 1.9 million residents in a 586-square mile area, with 188,800 acres of wildland. The OCFA was formed on March 1, 1995, transitioning from the Orange County Fire Department to a JPA. The service area includes 23-member cities and the unincorporated areas of Orange County.

A 25-member Board of Directors governs the OCFA and includes an elected official appointed to represent each of the member cities and two representatives from the County Board of Supervisors. The OCFA is managed by an appointed Fire Chief who reports directly to the Board of Directors. By pooling resources, the OCFA can purchase additional fire engines and specialized equipment that some cities could not afford on their own. The OCFA does not allocate equipment based on city boundaries. Instead, all members have access to resources, including sophisticated rescue equipment, specialized apparatus, and helicopters.

The OCFA is the largest regional fire service organization in Orange County and one of the largest in California. The OCFA has a staff of approximately 1,580. Of those, 1,210 are professional firefighters and chief officers and 370 are non-sworn support staff working at the Regional Fire Operations and Training Center facility (RFOTC). These personnel provide front-line services, including prevention, education, dispatch, emergency response, and technical and administrative support. Additionally, OCFA Reserve Firefighters provide volunteer services to assist personnel throughout Orange County.



## ORANGE COUNTY FIRE AUTHORITY ORGANIZATION CHART





## THE COMMUNITY RISK REDUCTION DEPARTMENT

The Community Risk Reduction Department is comprised of 75 dedicated women and men who, on a daily basis, contribute to community safety and prosperity through the systematic mitigation of risks. Members identify and analyze risks to determine the cause and targets for program development. The team works with the development community and partner agency staff to help build safe communities; with community stakeholders and residents to create, maintain and enhance safety at the neighborhood level; and with several other agencies and stakeholders to evaluate losses and improve mitigation through engineering, education, and enforcement.

# RISK REDUCTION CONTINUED

## The Department is comprised of the following three sections:

**Planning and Development Services:** The Planning and Development Services Sections of the Orange County Fire Authority interacts with developers, architects, and engineers to meet the fire protection requirements for building and developments by reviewing all architectural blueprints, development plans, and proposals submitted to OCFA's jurisdictions. This includes tract and parcel maps, permits for conditional use, site development, coastal development, environmental impact reports, and other items related to the development process. This section is responsible for the Front Counter customer service and plan intake/output activities as well as the New Construction team that facilitates the scheduling and field inspections for all new construction. In 2024, this section completed 9,000 plan reviews and 18,000 new construction inspections.

**Prevention Field Services:** The Prevention Field Services Section is comprised of five area offices located in Irvine, Ladera Ranch, Buena Park, Santa Ana, and Garden Grove. This section is responsible for annual, on demand and State licensing inspections, State mandates, complaints, and the fireworks program. The section is also responsible for the distribution and monitoring of Operations fire prevention inspection workload. During 2024, the Prevention Field Services Section and the Field Operations units completed a combined total of 17,811 inspections. In addition, "on demand " inspections totaled 1,651 (*including special events and complaints*).

**Wildland Pre-Fire Management:** The Pre-Fire Management Sections takes a proactive approach to fire prevention through the systematic mitigation of risk in its community. Pre-Fire Management is comprised of three units:

- **Community Wildland Mitigation (CWM):** This unit is responsible for defensible space and fuel modification mandated inspections, local ordinance enforcement in communities in the wildland areas and maintaining a Firescope Damage Assessment Team (DINS). By request, this unit delivers individual home assessments, the Ready Set Go! Program, attend community and HOA meetings to assist in developing plans to mitigate risk. The team works closely with CAL Fire South Ops unit to provide community safety within and between Local and State Responsibility Areas. In 2024, this section conducted 17,505 local area responsibility inspections and 8,815 State area responsibility inspections.
- **Wildland Planning:** This unit is supervised by a Wildland Resource Planner and supported by a Wildland Resource Technician. The team works closely alongside the CWM team to assist large landowners and open space stakeholders in identifying and mitigating risk. This unit also monitors wildland and vegetation conditions to identify potential hazards, ensuring communities in the wildland urban interface areas are better protected from risk of wildfire. This unit provides the connection between Operations and large landowners for purposes of training, land access, land management during an incident and post incident suppression repair.
- **Community Risk Reduction Training:** Community Risk Reduction is responsible for the development and delivery of training to its 75 members. This unit monitors and promotes the Career Development, Succession Planning and Apprenticeship programs.

# IDEAL CANDIDATE

The ideal candidate for the Assistant Chief – Fire Marshal position will be a dynamic and visionary leader dedicated to public safety. The selected candidate will foster a culture of continuous improvement and innovation, with a steadfast commitment to reducing fire risks through responsible code enforcement, collaborative relationships with the building industry, and proactive community engagement.

She/he will be a highly experienced professional with a strong educational background in fire science or public administration (or related field) and extensive experience in areas of community risk reduction, fire prevention, inspections, and safety code enforcement. They should possess in-depth knowledge of California fire codes, building standards, pre-fire mitigation strategies, wildland urban interface regulations, and hazardous materials regulations.

The Fire Marshal will have strong leadership, communication, political acumen (yet always apolitical) and collaboration skills. A commitment to professional development is crucial, ensuring personal growth to him or herself as well as to all members of the department, thereby ensuring that the department remains at the forefront of fire service excellence. With integrity, dedication, and a passion for service, the selected individual will play an instrumental role in advancing the department's goals and enhancing its capabilities.

Candidates for this position will have an established record as an exceptional leader who is capable of planning and directing the services of a very sophisticated, fast-paced culture. Successful candidates must be seasoned, sworn or non-sworn, professionals with a proven and verifiable track record in prevention skills and who also possess the ability to deal effectively with the sometimes challenging and highly charged environment of fire protection and building safety. The successful candidate will be a highly organized, "hands on," decisive, and innovative leader with superb people skills, judgment, and integrity. Top candidates will be intuitive, inclusive, perceptive, and know when to lead and when to be supportive. Candidates must also be results-oriented and committed to serving the community and provide outstanding customer service.

The next Assistant Chief – Fire Marshal will also need to be an energetic, self-confident team-builder and have an open and approachable personal style. The selected candidate must also be able to provide leadership that will inspire, motivate, and empower staff to achieve established goals on-time, and must be capable of managing highly complex issues in the context of an overall management team and be action-oriented, as well as open to change and innovation.

Exceptional oral/public speaking and written communication skills are also essential, as the Assistant Chief – Fire Marshal will be called upon to make presentations in a clear and credible manner before employee groups, citizen groups, committees, councils, media, and management staff at all levels. She/he must have the ability to build relationships, be flexible, and work in a team-oriented organization.





# THE POSITION

Reporting to the Deputy Chief, the Assistant Chief – Fire Marshal is responsible for planning, organizing, and directing the activities, operations, and staff of the Community Risk Reduction Department. The Fire Marshal is responsible for the proper administration of the department budget that totaled \$14 million dollars for F/Y 2024. This is a 4/10 work week and the Assistant Chief – Fire Marshal is a non-emergency responding position.



# POSITION CONTINUED



## In addition:

- Participates as a member of the Executive Management Team in establishing strategic goals, service level priorities, department policies, and organization development plans, department goals, objectives, and action plans in order to effectively provide operational, technical, financial and administrative services.
- Formulates, interprets and approves department policies and practices and related regulations, standards and codes; develops, reviews, and administers department budget and approves major operating expenditures within the department's budget.
- Develops and interprets personnel rules, policies, and procedures; investigates and resolves employment and employee relations issues.
- Analyzes contracts, statutes, and legislation related to community risk reduction and advises the Executive Management Team regarding significant trends, developments, and corrective actions; coordinates all activities associated with employee association contract negotiations; develops and implements effective labor relations processes.
- Selects departmental management personnel; plans and assigns departmental projects and assignments and approves appropriate staffing and resource levels for each section within the department.
- Analyzes department staffing, selection, and training practices; work methods; technology use, and resource allocations in order to continually identify process changes to improve the delivery of department programs and services.
- Coordinates special projects, programs and services with the Executive Management Team and other agencies, internal departments, committees and employee representatives; and coordinates, prepares and oversees the development and issuance of special reports, plans and studies.
- Attends and makes presentations at Board of Directors meetings, City Council, County Board of Supervisors, committee and staff meetings; interfaces with elected and appointed officials, civic groups, city and county professional associations and other parties on behalf of the Authority.

# OPPORTUNITIES AND CHALLENGES

The Department is currently entering into Phase Two of its installation of a comprehensive Orion software program to enhance management of all Fire Prevention activities and billings. The next Fire Marshal will be expected to oversee the successful completion of this vital project.

## COMPENSATION AND BENEFITS

The salary range for the Assistant Chief – Fire Marshal is \$286,644.80 - \$308,152.00 annually DOQE. All regular OCFA employees are members of the Orange County Employees Retirement System (OCERS) - a defined benefit retirement program. Additionally, OCFA offers a comprehensive benefits package including annual leave, holidays and sick leave, health insurance, dental plan, life insurance, and long-term disability insurance. For more information, click [here](#).

## EDUCATION AND EXPERIENCE

A Bachelor's Degree in Public Administration, Business Administration, or a related field and eight (8) or more years of progressively responsible divisional or departmental management experience, including education and experience relevant to the unique Assistant Chief position being filled. Up to four years of job-related experience can be substituted for up to two years of the education requirement for this position; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Desirable:** A Masters Degree in Public Administration, Business Administration, or a related field. Technical Certification or coursework in hazardous materials management, code enforcement, and fire investigation practices, or similar level of education, training, and certification

### *License and Certifications*

Possession of a valid Class C California Driver License, and an acceptable driving record.

# THE SELECTION PROCESS

Candidates are encouraged to apply by **January 20, 2025**. The review of resumes by Ralph Andersen & Associates will begin following the closing date. Electronic submittals are strongly preferred to [apply@ralphandersen.com](mailto:apply@ralphandersen.com) and should include a compelling cover letter and comprehensive resume.

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

## REVIEW AND EVALUATION OF QUALIFICATIONS

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The review and evaluation of qualifications will be at the discretion of the OCFA, based on the most appropriate combination of experience and education that provides the knowledge, skills, and abilities required by the position and that fits the needs of the Orange County Fire Authority.

Should you have any questions regarding this position or the recruitment process, please call Mr. P. Lamont Ewell at (916) 630-4900. Confidential inquiries are welcomed. Candidates are encouraged to conduct further research on the Orange County Fire Authority website at [www.ocfa.org](http://www.ocfa.org).



***The Orange County Fire Authority is an  
Equal Opportunity Employer/Drug Free Workplace.***