



CAREER OPPORTUNITY

# City of El Segundo

CALIFORNIA



INVITES APPLICATIONS FOR THE POSITION OF:

## FIRE MARSHAL



## THE COMMUNITY

The City of El Segundo is ideally located on the Santa Monica Bay encompassing over five square miles, spanning from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire and City of Hawthorne east of Aviation Boulevard.

A small group of representatives from Standard Oil Company in the early 20th century was the impetus behind the founding of the City. El Segundo is Spanish for “the second” which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California’s most dynamic and diversified economic engines. Today El Segundo is renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the nation’s most prestigious corporations.

The City’s population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo’s daytime working population exceeds 75,000 with additional visitors staying at the City’s 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman, Boeing, and Raytheon as well as entertainment, media, medical, professional sports franchises, financial, and aerospace organizations such as the Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and Los Angeles Air Force Base call El Segundo home.

Experiencing tremendous economic growth and evolution over the past several years, the City has recently welcomed many new types of diverse business including Top Golf, Space Force, L’Oréal Cosmetics, Belkin International, NantStudios, and Beyond Meat. Throughout the region, El Segundo is known for its pro-business attitude and was recognized by the Los Angeles Economic Development Corporation as the “Most Business-Friendly City in Los Angeles County.”

## THE ORGANIZATION

El Segundo is a General Law city that operates under the Council-Manager Form of Government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two-year term. The City Manager is appointed by the City Council to serve as the organization’s CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 412 full-time equivalent employees and a total budget of over \$130 million.

The Fire Prevention Division is staffed with three full-time employees: Fire Marshal, and Fire Prevention Specialist and one part-time Fire Prevention Specialist, and Fire Prevention. The division works closely with Development Services, the Environmental Safety Division of the Fire Department and community partners.



## THE POSITION

The Fire Marshal is a supervisory position reporting directly to the Fire Chief. Under general direction, this position plans, organizes, directs and supervises Fire Prevention staff, activities, and reviews proposed construction/equipment projects for compliance with fire code and environmental regulations, formulates and enforces Fire Prevention policies and procedures, responds to major emergencies to assist fire command staff as assigned and to control fire and life safety systems or initiates cause and origin investigations and arson investigations, as required; refers criminal activities to the District Attorney and

assists in prosecutions.

The Fire Marshal provides responsible support to the Fire Chief to accomplish department goals and objectives as well as formulating and overseeing the execution of operational objectives as outlined in the City Strategic Plan. This position also serves as a liaison to the City's Emergency Operations Center and participates on the City's All-Hazards Incident Management Team (AHIMT).



## THE IDEAL CANDIDATE

The ideal candidate will be knowledgeable in the Uniform Fire and Building code, along with State and National codes; will be very skilled at reading and interpreting plans, blueprints, and specifications; must be knowledgeable in general building, electrical, plumbing and construction methods and materials; will be adept in interpreting and applying related laws and ordinances, rules, regulations, policies and procedures as it relates to environmental, fire prevention and inspection methods and fire and life safety systems. It is desirable the candidate have experience in fire cause and origin investigation practices, techniques, and laws; will have knowledge of fire engineering principles, and the systems and equipment used in fire detection and suppression and know state environmental laws and regulations, local ordinances and standards.



## QUALIFICATION GUIDELINES

**Education:** Equivalent to an Associate's degree in fire science, or a related field from an accredited college. Bachelor's degree in fire protection engineering or a related field is desirable.

**Experience:** Five (5) years increasingly responsible experience in fire code, environmental compliance, and fire prevention/inspection including experience leading and/or supervising others; or an equivalent combination of education and experience.

**Certificate:** Must obtain Penal Code (PC) 832 certification within two (2) years of appointment to Fire Marshal. Fire Marshal certificate issued by the California State Fire Marshal is desirable.

## COMPENSATION AND BENEFITS

The salary for this position is \$9,994 to \$12,148 per month with placement in the range dependent on qualifications. The Fire Marshal is a full-time position in the City's Supervisory and Professional Employees Association (SPEA) with the following benefits package:

**9/80 Work Schedule:** Full-time employees work 80 hours in 9 days and receive every other Friday off. City Hall hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday.

**Retirement:** California Public Employee Retirement System (CalPERS) plan which offers reci-





procuity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2%@60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the PEPR formula of 2%@62. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit; PEPR employees are required to contribute 6.75%.

**Social Security & Medicare:** The City of El Segundo participates in Social Security. The City matches the employee contribution which is 6.2% of salary. Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary.

**Health Benefits:** The City provides health plans through CalPERS. A monthly contribution of \$1,750 is provided for medical health insurance and up to \$184 for dental and vision. Employees pay the balance of the medical premium through a pre-tax payroll deduction.

**Leave Benefits:** Vacation Leave is earned at a rate of 4.15 hours per pay period. After passage of probation, accrual is based on total time worked in a CalPERS agency. Sick Leave is earned at 8 hours per month. Employees shall receive one (1) day per calendar year as a personal.

**Holidays:** Twelve (12) paid holidays including one floating holiday which is added to your leave bank on January 1 every year.

**Life Insurance:** City paid policy of \$50,000.

**Flexible Spending and Dependent Care Accounts:** Optional participation.

**Section 457 Deferred Compensation Plan:** Optional participation in Mission Square plan.

## APPLICATION & SELECTION PROCESS

To apply online and view the complete description of characteristic duties and responsibilities, please visit [www.elsegundo.org](http://www.elsegundo.org). This recruitment process

is open on a continuous basis and may close at any time. Interested individuals are encouraged to apply immediately. Only online applications will be accepted for this recruitment. This recruitment requires that a cover letter addressing your fire code, environmental compliance, and fire prevention/inspection experience and resume be uploaded with the application to be considered complete. The first review of applications will be completed on Friday, January 5, 2023. Applicants appearing best qualified based upon a review of the application materials and responses to supplemental questions will be invited to participate in the testing process.

The City of El Segundo is an Equal Opportunity Employer.



## APPLY HERE

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.elsegundo.org>

OUR OFFICE IS LOCATED AT:  
350 Main Street, El Segundo, CA 90245  
310-524-2381 | [hr@elsegundo.org](mailto:hr@elsegundo.org)

