

THE CITY OF MCMINNVILLE, OREGON
INVITES FIRE SAFETY LEADERS
TO APPLY FOR THE POSITION OF

DEPUTY FIRE MARSHAL



AN OUTSTANDING EMPLOYMENT OPPORTUNITY IN ONE
OF THE PACIFIC NORTHWEST'S PREMIER COMMUNITIES

- BE AN INTEGRAL PART OF CODE ENFORCEMENT AND DEVELOPMENT WITHIN THE CITY
- CONDUCT FIRE CAUSE INVESTIGATIONS
- PARTNERING WITH CITIZENS TO PROVIDE A SAFE COMMUNITY THROUGH PUBLIC EDUCATION ACTIVITIES
- PARTICIPATE IN LOCAL, REGIONAL, AND NATIONAL FIRE & LIFE SAFETY EFFORTS

BECOME PART OF OUR COMMUNITY TEAM

The City of McMinnville, Oregon is seeking a dynamic and experienced Fire & Life Safety team member. This is a unique opportunity to work with a department that is steeped with tradition and pride. The department meets the high standards set by community members, and builds strategic partnerships within the region.

The Deputy Fire Marshal participates in all Fire & Life Safety activities, including code enforcement, fire investigation, and public education. This position coordinates activities with department members and Fire & Life Safety volunteers. This person is expected to participate in interagency regional and state Fire & Life Safety activities. The Deputy Fire Marshal may assume the responsibility and duties of the Fire Marshal in their absence.

THE ADVANTAGES OF WORKING FOR THE CITY OF MCMINNVILLE

The City of McMinnville has a great deal to offer the new Deputy Fire Marshal, including a supportive Mayor, Council, City Manager, and community. McMinnville is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. David and Jean Vokac, in their recently published book, "The Great Towns of Oregon," rated McMinnville as the No. 2 city in the state for its high livability. They cited McMinnville's scenic beauty, historic tree-lined downtown district, the Evergreen Aviation Museum, excellent parks, and the City's cultural viability as major factors in their decision. They described McMinnville as "genteel sophistication with deep Eastern roots." McMinnville's population is 34,000 with an annual growth rate over the past ten years of approximately 3 percent.

McMinnville has a Council-Manager form of city government. It is a full service city, providing a broad range of public services, and has a statewide reputation for stability and effective governance.

It is the mission of the City to maintain a safe, livable environment within the community

through open government and the efficient delivery of public services.

A recent citizen survey rated the City's livability at 8.1, with 74 percent of respondents rating livability at 8 or higher. The small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.

THE FIRE DEPARTMENT

The Fire Department is a combination department consisting of 35 firefighter/medic positions, a roster of 50 volunteer firefighter/emergency medical technicians; and a Fire & Life Safety Division. McMinnville Fire Department staffs four full-service ambulances and one rescue vehicle with fully qualified paramedics. Fire services encompass an area of 97 square miles from a single, centrally located station, including the McMinnville Rural Fire Protection District. MRFPD contracts with the City and consists of 90 square miles. The Ambulance Service Area encompasses 450 square miles and includes McMinnville, five smaller cities, and rural areas. In 2016, Department personnel responded to 8,113 emergency calls.



PRIMARY RESPONSIBILITIES OF THE DEPUTY FIRE MARSHAL

The Deputy Fire Marshal is responsible for performing Fire & Life Safety inspections of occupancies within the fire district as well as investigating fire code complaints. Individuals working in this position will perform fire investigations and deliver Fire & Life Safety programs within the community.

The Deputy Fire Marshal attends and participates in pre-construction meetings. This position will assist with plan reviews and specifications of buildings for new construction/renovations to determine compliance with related Fire & Life Safety requirements, and recommends changes as appropriate. The Deputy Fire Marshal schedules and conducts on-site inspections to ensure compliance with fire safety codes and related federal, state, and local laws and ordinances for the safeguarding of life and property from the hazards of fire and explosion arising from the storage, handling, and use of hazardous substances, materials, and devices, and the use or occupancy of buildings or premises.

The Deputy Fire Marshal assists with development, implementation, and maintenance of Fire & Life Safety education programs for youths and adults. The person in this position maintains effective working relationships with other fire service agencies, City departments, special interest groups, media representatives, and the general public regarding fire protection, Fire & Life Safety legislation, hazardous materials, and other related department operations. The Deputy Fire Marshal conducts investigations to determine cause, origin, and circumstances of fire and unauthorized release of hazardous materials; and is able to prepare clear, understandable technical and non-technical summations of inspections and Fire & Life Safety matters.



THE QUALIFICATIONS FOR DEPUTY FIRE MARSHAL

To qualify, candidates must have thorough knowledge in the following areas: methods, principles, practices, and procedures related to fire prevention and investigation; fire causes, characteristics, and behavior; public fire safety education; nationally recognized fire and, building codes affecting fire safety and prevention, building materials, sprinklers, and alarm systems.

The qualified candidate must also have considerable skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

The Deputy Fire Marshal will have the ability to plan, develop, implement, and evaluate fire prevention investigations. Effectively evaluate building plans for code compliance and identify deficiencies; conduct effective inspections of buildings under construction for conformance with the nationally recognized Fire and Building Codes; obtain compliance with codes; conduct effective inspections of existing structures for conformance with codes; communicate effectively both orally and in writing with the public, members of other agencies, and employees while exercising tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations; prepare clear, concise, and comprehensive reports, studies, and other written materials; effectively conduct arson investigations; and demonstrate a safe driving record.



EXPERIENCE AND EDUCATION

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a college or university with a major in fire science, fire prevention, or a closely related field; or, any satisfactory combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the above duties.

In addition, the following certifications and license are required: valid State of Oregon driver's license, Fire Code certification, ICC Fire Inspector II; NFPA Fire Investigator; Possession of ICC Fire Plans Examiner within one year of employment; Oregon State Fire Marshal's Fire & Life Safety Specialist II within one year of employment; NFPA Juvenile Intervention Specialist within one year of employment.

Desirable experience, education, and certifications:

NFPA Fire Inspector II & III
NFPA Fire Inspector II
NFPA Fire Inspector III
EMT – Basic Certification
NFPA Fire Instructor

COMPENSATION

The current salary range for Deputy Fire Marshal is \$4,946—\$6,316/month (59,352 - \$75,792/annually). Within the range determined, an appointment will be made based on qualifications. The City's current benefit package includes:

- Medical insurance in which the City and the employee share in a 90/10 split
- Dental insurance through Delta Dental
- Vision care as part of the medical insurance policy;
- City-paid life insurance;
- City-paid long-term disability insurance;

- Sick leave earned at the rate of 8 hours per month;
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates after 3, 7, 13, and 20 years. Prior municipal service may be considered by the City Manager, who has the authority to grant one-half of the prior years' service credit toward vacation for a particular City position;
- Nine paid holidays and three floating holidays annually;
- City-paid participation in the Public Employees Retirement System;
- Professional membership costs and attendance at job-related conferences as budgeted; and
- Options to participate in the deferred compensation plan, and other employee-paid insurances.

APPLYING FOR THE POSITION OF FIRE MARSHAL

Those who are interested in applying for the position of Deputy Fire Marshal should submit a City employment application (can be obtained online at www.mcminnvilleoregon.gov), cover letter, and current resume that highlights the relevant experience and education related to the position. The cover letter and resume must be received by 5:00 p.m. on Friday, May 19, 2017 at the City of McMinnville, attention:

Erica Thomas, Administrative Specialist,
230 NE Second Street,
McMinnville, Oregon 97128.

TENTATIVE RECRUITMENT SCHEDULE

- May 19, 2017 - Closing date for applications, cover letters, and resumes
- May 22, 2017 - Review and screening of application materials. Final candidates will be notified on May 25th.
- June 1, 2017 – Assessment Center
- June 6, 2017 – Chief's Interview with top candidates
- June 9, 2017 - Offer position to top candidate
- July 5, 2017 – Start date for Deputy Fire Marshal