

# **FIRE MARSHAL**

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M132

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## **GENERAL DESCRIPTION OF THE DUTIES**

The Fire Marshal plans, organizes, directs, and controls all fire and life safety activities, including code enforcement, public education, and fire investigation. Duties include supervising the activities of the personnel assigned to the Fire and Life Safety Division, coordinating activities with Department members, participating in interagency regional and state fire and life safety activities. Maintains accurate reports and records, participates in the budget process, and assists in the development of policies, rules, and procedures.

The Fire Marshal assumes full command and authority of the Department in the Fire Chief's absence, and responds to emergency situations as Incident Commander until relieved of command by the Fire Chief. The Fire Chief may assign the Fire Marshal to command responsibilities at emergency incidents. The Fire Marshal is subject to emergency call back when off duty.

Work requires an in-depth knowledge of code enforcement, public education, fire investigation, and community development issues. The position requires an ability to work effectively with other agencies, civic and business leaders, and general public. Work is conducted in a teamwork environment with the Fire Chief, Chief Officers, and supervisors.

## **SUPERVISION RECEIVED**

This position works under the general supervision and direction of the Fire Chief.

## **SUPERVISION EXERCISED**

The Fire Marshal supervises and directs the personnel assigned to the Fire and Life Safety Division. Supervisory authority extends up to and including suspension and recommendation of termination. Supervision is exercised in accordance with Department policies, regulations, and guidelines.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Supervises all technical and general operations of the Fire and Life Safety Division. Instills in Division personnel a positive and respectful approach toward the public and Department personnel. Projects and inspires a strong attitude/philosophy toward fire safety in general.
2. Makes work assignments, supervises code enforcement, public education, fire investigation, juvenile fire setter intervention, and community development activities.

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3. Reviews laws, ordinances, and regulations; and develops fire safety ordinances, standards, and procedures. Manages the Fire Code appeals process as described by Oregon Law and Department policy.
4. Analyzes Department fire protection needs, trends and makes recommendations to improve the level of protection.
5. Demonstrates and assures compliance with Department values, policies, and procedures.
6. Conducts performance appraisals and determines and mentors performance expectations and standards and provides for effective Department performance and growth.
7. Participates in the Departments strategic planning process. Manages the Fire and Life Safety Division's budget and strategic plan.
8. Meets with Department and other agency personnel and community and business leaders to discuss, review, and resolve issues of fire and life safety.
9. Supports and/or assists other Divisions and members of the Department.
10. Practices and promotes safe working habits; corrects unsafe conditions, and reports the conditions as directed by Department policy.
11. Demonstrates and implements effective decision making, problem solving, and conflict resolution.
12. Function as Fire Chief in his/her absence according to Department policy.
13. Responsible for a complete Fire and Life Safety Reference Library and records management system.
14. Performs other assigned duties as requested by the Fire Chief.

## **OTHER JOB FUNCTIONS**

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

1. Federal, state, and local laws related to fire prevention and control activities; and local issues related to new construction and community development.
2. Government budgeting; fire and life safety administration; organization and operation; principles of Community Risk Assessment; Strategic Planning and Theory; Incident Management System; principles and practices of fire

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protection, prevention, investigation, and administration; personnel management and leadership practices; and, Department policies and procedures.

## **Skills**

1. Effective leadership and supervision; and interpreting and applying regulations, policies, and complex data.
2. Collaborating with multiple agencies to accomplish Department mission and goals; developing and implementing strategic goals; effective organizational, time, and multiple priority management; and, effective verbal and written communication.

## **Abilities**

1. Establish effective working relationships with Department personnel, other agencies, and the public. Counsel employees and effectively manage performance.
2. Prepare written and oral reports;
3. Administer the provisions of the Department labor agreement, policies, and other standards.
4. Work in a teamwork environment; formulate Department and Divisional goals and objectives.
5. Plan, implement, and coordinate code enforcement, community development, public education, and fire investigation activities.
6. Coordinate fire and life safety training activities.
7. Courtroom and public body testimony, politically astute while being apolitical. Interpret and impartially apply laws and regulations.
8. Apply analytical and creative thinking.

## **EXPERIENCE AND EDUCATION**

### **Minimum Qualifications:**

1. AAS degree in Fire Science, fire management, and/or related field **or** a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.
2. Five (5) years full-time experience in a fire service organization.

## **SPECIAL REQUIREMENTS/LICENSES**

1. Certifications: International Code Council Fire Plans Examiner and Fire Inspector II.

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2. Documentation of completion of NIMS 100, 200, 300, 700, 800 training.
3. Valid Oregon Drivers License at time of hire.
4. EMT-Basic.
5. NFPA Firefighter I.
6. NFPA Fire Officer I or will be required within twelve (12) months of hire.

## **DESIRABLE EXPERIENCE, EDUCATION AND CERTIFICATIONS**

1. Three (3) years full-time work experience managing fire and life safety personnel and duties **or** a satisfactory combination of experience and education that demonstrates the required knowledge, skills, and ability to perform the above described duties.
2. NFPA Fire Inspector II
3. NFPA Fire Instructor II
4. DPSST Juvenile Fire Setter Specialist I
5. IAAI Certified Fire Investigator or equivalent
6. DPSST Hazardous Materials – Operations
7. Oregon State Fire Marshal Recognition as a Fire Marshal
8. National Fire Academy Executive Fire Officer
9. Oregon Basic and Advanced Fire Service Administration Institute.
10. Fire Officer I-II
11. Bachelor Degree in management, fire protection engineering, fire service administration, and/or related field.

## **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility, including fire scenes where the incumbent may be required to lift, bend, crawl, and walk in hostile environments, and wear firefighter protective clothing as required. A passing score of a nationally recognized firefighter physical agility exam may be required to establish the individuals' physical fitness for performing the fire suppression responsibility of the Fire Marshal position.

Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and may weigh up to 80 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as a computer keyboard, motorized vehicles, calculator, communication devices, etc.

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Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

## **WORKING CONDITIONS**

Most work occurs under usual office working conditions. The noise level in the office is typical of most office environments.

Outside work conditions may include emergency scene fire/rescue incidents or training with exposure to fire, smoke, and typical hazards and noise levels associated with the fire service.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 1/24/08

Revised: 06/15