



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

FIRE MARSHAL

FLSA Status: Non-Exempt
Bargaining Unit: C-Supervisory
Salary Grade: PD1

CLASS SUMMARY:

The Fire Marshal is the second level in a two level Fire Prevention Series. Incumbents are responsible for oversight and supervision of the Fire Prevention Program which includes the enforcement of all state and local laws, ordinances and standards pertaining to the protection of life and property from fire. Incumbent performs fire and life safety inspections, reviews fire and safety plans to verify code compliance, provides plans input for Fire Code compliance for new and existing construction, conducts investigations of fires, prepares reports, implements fire safety/prevention programs and coordinates and delivers public education and information regarding fire and life safety practices and procedures. May be called upon to plan, organize, direct and control fire suppression activities, provide support functions for emergent situations, function as command officer at emergency scenes, and act in capacity as a Duty Officer. Incumbent is the program liaison between the City and the State Fire Marshal Office.

The Fire Marshal is distinguished from the Fire Inspector by its focus on supervision and budget and program management. Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Manages the Fire Prevention Program by providing direction for various programs and assignments, approving allocated expenditures, analyzing statistical information, comparing local, state and federal trends, monitoring compliance with target goals for response to grants and other inquiries, and analyzing municipal fire problems and making recommendations that will insure adequate water supply for fire suppression.
- Supervises departmental staff, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations and conducting performance evaluation.
- Provides general assistance to internal and external customers by attending meetings, participating on committees, coordinating activities and programs with groups, and providing public education on Fire and Life Safety topics.
- Inspects structures, properties and fire protection systems for compliance with fire and life safety codes, consults with parties regarding violations, alternatives and recommendations, and prepares inspection reports.
- Reviews building and site plans for fire and life safety code compliance.
- Proposes new and revises current local fire and life safety related ordinances and codes.

- Responds to assist at emergency scenes in a command or suppression capacity, and investigates fires occurring in the City to determine the origin and cause and prepares associated fire reports. (Assisting the Police Department in criminal matters).
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

An Associate's Degree in Fire Science or a related field, and a minimum of 5 years of fire suppression and/or fire prevention related field experience and 3 years of supervisory related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Class C driver's license
- OFLSCR Level IV Fire Marshal Certification or equivalent;
- NFPA Fire Investigator Certification or equivalent;
- Incident Command Systems (ICS) I-200 Certificate;
- NFPA Fire Officer I Certificate;
- Incident Command Systems (ICS) I-300/I-400 Certificate within 18 months of hire;
- ICC Fire Plans Examiner Certification within 12 months of hire.
- EMT-Basic Certification.

The following certifications are desirable at the time of hire:

- DPSST Juvenile Firesetter Intervention Specialist I;
- NFPA Public Fire/Life Safety Educator 1;
- NFPA or equivalent Public Information Officer.

Knowledge (positions in this class require):

Knowledge of:

- Supervision/management theories, principles and practices;
- Major emergency incident command (inclusion of fire, ems, rescue, etcetera);
- Hazardous materials management;
- Fire service safety practices;
- Principles, practices and techniques of fire prevention, inspection and investigation
- Fire prevention laws, ordinances, rules and regulations to include Oregon Fire Code, Oregon Building Code, and National Fire Protection Association Standards;
- Educational methods and instructional techniques;
- Emergency vehicle operation, tactical driving methods, and defensive driving techniques;
- Technical report writing;
- Building construction;
- Personal computers and related software applications;
- Applicable Federal, State, and local laws, rules, and regulations.

Skills (positions in this class require):

Skill in:

- Applying management theories and practices;

- Reading, revising and interpreting codes, standards, and ordinances;
- Reading and interpreting building plans;
- Problem analysis and solution by applying critical thinking methods;
- Appropriate and effective independent decision making;
- Analyzing, prioritizing and organizing tasks under pressure;
- Making public presentations;
- Writing technical reports;
- Enforcing laws, codes, ordinances and standards with impartiality, firmness and tact;
- Building and maintaining effective working relationships with the public, fellow employees, and other agencies;
- Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, and etc. sufficient to exchange or convey information and to give and receive work direction.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, walking, fingering , talking, hearing, seeing and repetitive motion.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Incumbents are responsible for knowing, understanding and promoting the department's mission statement, purpose statement, and core values.

Classification History:

Created October 1, 2008, Resolution No. 5411

Revised July 28, 2011; July 13, 2015