Position | Fire Marshal
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**Division** | Administration - Prevention and Public Education Programs
**Immediate Supervisor** | Division Chief of Operations/Fire Chief
**Supervision Exercised** | Supervision of Fire Prevention Staff and programs
**Salary Status** | Monthly Salary--Exempt from Overtime (Executive and Administrative duties test.)
**Civil Service Status** | Not included the Columbia River Fire & Rescue Civil Service System
**Representation Status** | Not represented

**HIPAA Responsibilities:** The Fire Marshal may have access to “Protected Health Information” generated by the District’s operations and must sign a HIPAA confidentiality form.

**General Statement of Duties:** The Fire Marshal is the second level in a two-level Fire Prevention Series. The position of Fire Marshal is 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. The position 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/procedures. The Fire Marshal may be called upon to plan, organize, direct and control fire suppression activities, provide support functions for emergent situations, function as a command officer at emergency scenes, and act in capacity as a duty officer. The Fire Marshal is the program liaison between the District and Oregon State Fire Marshal Office in the capacity as stated above.

The Fire Marshal is distinguished from the Fire Inspector by his/her focus on budget and program management regarding Fire Prevention and Education. The Fire Marshal may perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluations.

**Core Competencies:**

- **Integrity/Accountability:** Conducts oneself in a manner ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of the District, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the Fire District taking pride in being engaged in the community.
- **Vision:** Actively seeks to discover ways of performing to the best of his/her ability using
resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.

- **Leadership/United:** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

**ESSENTIAL POSITION 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 workflow, 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. Work with State and Local Building Officials to develop mutual trust and understanding.
- Reviews access and water supply for fire and life safety code compliance.
- Proposes new and revises current local fire and life safety related ordinances and codes.
- Investigates fires occurring in the District to determine the origin and cause and prepares associated fire reports. (Assisting the Police Department in criminal matters).
- District Driveway program management and inspection
- Performs other duties of a similar nature or level.
Education and Experience (positions in this class require):

- Associate Degree in Fire Science and/or
- Minimum of 7 years of fire suppression and/or fire prevention related field experience and 5 years of supervisory related experience are required; or an equivalent combination of education and experience enough to successfully perform the essential duties of the job such as those listed above.
- Bachelor’s degree in Fire Science or related field (Preferred)

Licensing Requirements (Minimum):

- Oregon Class C driver’s license or ability to obtain one upon hire date.
- NFPA Fire Instructor I
- ICC Fire Inspector II
- NFPA Fire Investigator
- Incident Command Systems (ICS) I-200 Certificate

The following certifications are desirable at the time of hire or ability to obtain within 18 months of hire dates:

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

Preferred Requirements:

- EMR Certified (minimum) or EMT-Basic Certification (Preferred)
- NFPA Fire Officer I Certificate.
- OSFM Level IV Fire Marshal Certificate
- Oregon Inspector License
- ICC Fire Plans Examiner Certification within 12 months of hire.

Knowledge (positions in this class require):

- 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.
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- 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):

- 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, etc. enough 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, 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.

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