



## City of Lake Oswego, Oregon

### Job Description

#### **FIRE MARSHAL**

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 620**

**Job Code: 3075**

#### **Class Summary**

Under direction of the Fire Chief, plans, directs and participates in the activities of fire prevention, hazardous materials handling, citywide emergency preparedness, disaster planning and neighborhood safety.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervises fire prevention staff, including exercising independent judgment to perform the following duties: prioritizing and developing work plans; evaluating staff performance; monitoring progress on projects; interpreting policies and procedures; making pay rate change recommendations; issuing and recommending disciplinary action, including the imposition of economic sanctions as deemed necessary to maintain department standards of performance and conduct and providing training and development for staff.
2. Addresses grievances and pre-grievances of union members.
3. Oversees and participates in fire and life safety inspections, code enforcement actions, fire code permitting requirements, and plan reviews for residential and commercial properties. Prepares and maintains permanent records of inspections, hazards cited, hazards abated, plan reviews and other work-related records as required.
4. Conducts and oversees the investigation of fires under the jurisdiction of the City of Lake Oswego and its contract districts in accordance with applicable standards to attempt to identify cause and origin. Assists in arson prosecution efforts with the proper law enforcement authorities by preparing and testifying in court regarding findings of investigations.
5. Responds to fires and other emergencies during work hours and is subject to call back.
6. Oversees and participates in public education and community safety programs.
7. Directs adoption and enforcement of fire prevention laws, codes, ordinances and policies of the State and the City.
8. Oversees the Superfund Amendment & Reauthorization Act, Title III and Community Right to Know requirements regarding hazardous materials management.
9. Assists in preparing division budget and oversees expenditures including determining staffing requirements, prioritizing capital purchases, recommending programs and tracking expenditures.
10. Serves as an expert program resource while developing, implementing, recommending, and evaluating fire prevention programs and other department procedures; identifies resources to support program objectives; supervises and participates in drafting requests for proposals, including defining scope of work; evaluates proposals and develops recommendations; administers contracts for services and monitors work to ensure contract requirements are met.

11. May be assigned to major emergencies during a disaster. Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little to no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.
12. Actively supports safety and loss control measures.
13. Actively promotes and supports diversity in the workplace.
14. Assists in the development of departmental goals and objectives.
15. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Methods, principles, techniques and practices of fire prevention, hazardous materials, emergency planning services, and fire suppression techniques.
- National Incident Management System (NIMS).
- Fire investigation procedures including fire behavior and interviews.
- Extensive knowledge and experience in fire cause determination and fire code enforcement.
- City, state and federal guidelines and standards governing fire, rescue and life safety.
- City Human Resources policies and labor agreements.
- Principles, practices and methods of program/project planning and management, including budget development and management.
- Principles and practices of public outreach and involvement.
- Oregon Fire Code and local amendments.
- Management theories and principles.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Plan, organize, manage and direct a variety of complex program functions and activities to achieve program goals and objectives.
- Review plan submittals for building, fire protection systems, special systems or uses for compliance with adopted fire codes and referenced standards.
- Conduct, coordinate, and approve plan reviews for new construction, tenant improvements, alterations and repairs, and when necessary, converse with architects, engineers, contractors and appropriate City/County staff to ensure code compliance.
- Manage fire code use permit submittal, review and approval process.
- Display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Revise and interpret technical codes.
- Analyze, prioritize and organize tasks under pressure.
- Resolve conflicts.
- Apply management theories and practices.
- Make group presentations.
- Write technical reports.
- Interpret and critique building plans, drawings, and diagrams.
- Establish policies and goals, and develop, implement, and evaluate programs.
- Interpret and apply the Fire Code and related regulations in a fair and consistent manner.
- Use personal computers and related software applications.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.

- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is to have obtained a Bachelor's degree in Public Administration or related degree, and five years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Must hold, or obtain within one year, the following:

- Recognition as Fire Marshal with Fire Plans Examiner endorsement under the Oregon Fire and Life Safety Competency Program as required by Oregon Administrative Rule 837-039-0120
- NFPA Fire Investigator certification
- Oregon Inspector certification from the Oregon Building Codes Division
- International Code Council Fire Inspector II certification
- International Code Council Building Plans Examiner certification
- International Code Council Commercial Building Inspector certification
- NIMS training required for management roles in the EOC
- First aid and CPR certification

May be exposed to smoke and/or chemical vapors. Will wear a Self-Contained Breathing Apparatus (SCBA) or air purifying canister masks, in accordance with OSHA or CSA rules.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*