



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 disciplinary action 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, investigations and plans review programs for commercial, institutional and public assembly occupancies. Prepares and maintains permanent records of inspections, hazards cited, hazards abated, and other work related records as required.
4. Oversees and participates in public education and community safety programs.
5. Assists in the development of departmental goals and objectives.
6. Oversees the Superfund Amendment & Reauthorization Act, Title III and Community Right to Know requirements regarding hazardous materials management.
7. Prepares Division budget and oversees expenditures including determining staffing requirements, prioritizing capital purchases, recommending programs and tracking expenditures.
8. Serves as an expert program resource while developing, implementing and recommending associated program policies and operating and administrative procedures; identifies resources to support program objectives; supervises and participates in drafting requests for proposal, including defining scope of work; evaluates proposals and develops recommendations; administers contracts for services and monitors work to ensure contract requirements are met.
9. Actively supports safety and loss control measures.
10. Actively promotes and supports diversity in the workplace.
11. Performs other duties of a similar nature and level.

12. May be assigned to participate as an Incident Commander or other position in the NIMS command system.
13. May be assigned to act as a Duty Officer in the Operations Division.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Methods, principles, techniques and practices of fire prevention, hazardous materials and emergency planning services, and fire suppression techniques.
- National Incident Management System (NIMS).
- Basic fire investigation procedures including fire behavior and interviews.
- 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.
- 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.
- Apply management theories and practices.
- Make group presentations.
- Write technical reports.
- Revise and interpret technical codes.
- Analyze, prioritize and organize tasks under pressure.
- Resolve conflicts.
- Interpret and critique building plans, drawings, and diagrams.
- 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. Shall have or obtain within one year of appointment appropriate training for assigned duties in the Emergency Operations Center. These would include the following National Interagency Incident Management System classes: 100, 200, 700, 701, 703, 704, 706, 300, 400, and 800.

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 a current Life Safety Awareness II recognition certificate from the Oregon State Fire Marshal's Office. Certificate must include the Fire Plans Examiner endorsement.

Must hold or obtain within one year of appointment a current Fire Marshal recognition certificate from the Oregon State Fire Marshal's Office. Certificate must include the Fire Plans Examiner endorsement.

Must hold or be able to obtain within one year an Oregon Inspector Certificate from the Oregon Building Codes Division.

Must hold or be able to obtain a certificate by the State of Oregon as an Emergency Medical Technician Basic or higher.

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

Human Resources Director

Date

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.