



City of Lake Oswego, Oregon

Job Description

DEPUTY FIRE MARSHAL

FLSA Status: Non-exempt
Union Representation: IAFF

Salary Grade: 215
Job Code: 3050

Summary

Under the general supervision of the Fire Marshal, positions in this classification have principle responsibility for conducting fire inspections, fire investigations, and coordinating and delivering public education and information regarding hazardous materials, fire prevention, and assisting in firefighting when required. It is a common practice for incumbents in this classification to take primary responsibility for some areas of fire prevention and, assist in the remaining areas as needed.

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. Conducts fire inspections which are comprehensive in nature, and are conducted in educational, institutional, commercial, multi-family and industrial buildings for the purpose of insuring compliance with and enforcement of all fire and life safety related state, federal and city laws, ordinances and standards. Discusses violations and corrective actions with building owners, contractors, or their representatives. Issues fire code violations (citations) as may be required.
2. In addition to performing fire inspections, participates in the enforcement of all fire and life safety codes and regulations as part of new development planning and responding to citizen complaints and questions.
3. Conducts the investigation of fires under the jurisdiction of the City of Lake Oswego and its contract districts. Fire investigations will include determining the cause of fires, point of origin and circumstances surrounding fires. Assists in arson prosecution efforts with the proper law enforcement authorities by preparing and testifying in court regarding findings of investigations.
4. Coordinates with operations personnel regarding their activities in hazardous materials training and response, public education, fire prevention, and neighborhood-based public service.
5. May be assigned "on call time" on nights, weekends and holidays for fire investigation.
6. Assists in the formulation of fire prevention goals and objectives and serves as an integral part of the fire prevention team.
7. Assist with planning for community fire protection.
8. Researches new fire prevention methods. Develops, prepares, and presents fire prevention lectures and classes to civic and community organizations. Makes recommendations for the improvement of fire prevention and education programs.
9. Prepares and maintains permanent records of inspections, hazards cited, hazards abated, investigations made, prevention and educational classes presented, and other work related records as required.

10. May assist with SARA Title III and Community Right to Know requirements regarding Hazardous Materials.
11. Assist with the City's Emergency Planning and Disaster preparedness programs including Community Emergency Response Teams (CERT) training.
12. May be assigned as acting division head in the absence of the Fire Marshal.
13. Participates in the suppression of fires.
14. May serve as Public Information Officer in a variety of situations including emergencies.
15. May be assigned to assist as a staff member of the City's Emergency Operation Center.
16. Assist with the Company Inspection Program.
17. Performs other duties of a similar nature and level.

Note: Frequencies are based on averages of rotating assignments. Frequency does NOT equal importance.

Minimum Qualifications

Knowledge of:

- Methods, principles, techniques and practices of fire prevention, hazardous materials and emergency planning services, and fire suppression techniques.
- Methods, principles, techniques and practices of building construction.
- Fire and building codes, regulations and laws.
- Proper business English usage, spelling grammar and punctuation.
- National Incident Management System.
- Customer service.
- City Human Resource Policies.
- National Fire Incident Reporting System.
- Personal computers and related software applications.

Skills and Abilities to:

- Detect and locate:
 - Violations of fire and building codes, regulations and laws that could cause or have caused a fire,
 - Hazardous materials,
 - Situations or conditions that contribute to being prepared for fire emergencies.
- Interpret building plans, drawings and diagrams.
- Communicate technical information effectively both in writing and verbally; writing clearly and concisely with use of good grammar, spelling and punctuation.
- Exhibit customer service skills and develop and maintain effective working relationships with line staff, the business community, contractors, neighborhood associations, outside agencies, other city staff and departments, public officials, media, general public and peers.
- Demonstrate reasonable judgment in application of codes, regulations and laws.
- Understand reasons and intent of the code and communicating this to the public.
- Assist with the development of budgets for the optimum allocation of resources for cost effective results.
- Cope with stressful situations, firmly, courteously and tactfully, making adverse decisions when necessary.
- Ability to participate as a member of a fire suppression team.
- 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 with an Associate's degree in Fire Science, Fire Prevention or related field and three years experience in the fire service 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 appropriate training for assigned duties in the Emergency Operation Center. Classes that would meet the appropriate training for EOC assignments would include the following National Interagency Incident Management Systems classes: 100, 200, 700, 701, 704, 300, and 702.

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 I recognition certificate from the Oregon State Fire Marshal's Office.

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

Must hold or obtain within one year certification as National Fire Protection Association Firefighter I.

Must be certified 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; occasional 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.

Must be able to work in physically hazardous conditions while wearing self-contained breathing apparatus and other protective gear.

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