



## TVF&R JOB DESCRIPTION

**TITLE:** Deputy Fire Marshal II

**DIVISION:** Integrated Operations--Various Divisions

**SALARY/WAGE STATUS:** Per labor contract

**DEPARTMENT:**

**CIVIL SERVICE STATUS:** Yes

**FLSA CLASSIFICATION:** Non-exempt

**PERS CATEGORY:** Police and Fire

**SUPERVISOR:** Assistant Fire Marshal or Division Chief

**BARGAINING UNIT:** Local 1660

**SUPERVISION EXERCISED:** Only to the extent required to coordinate specific program/project assignments

**SAFETY SENSITIVE:** Yes

### PRIMARY PURPOSE

Performs inspections of all types of existing occupancies and installed fire protection systems for compliance with adopted codes and ordinances. Delivers educational and special programs to the general public and target audiences internal and external to the District. Conducts fire and other investigations, plan review activities, training, program management, and other enforcement work as assigned to carry out the District's fire prevention program.

### ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

Inspects all types and classifications of existing occupancies, premises and installations to identify and abate fire hazards, deficiencies in fire resistive construction, fire escapes/exiting, and to ensure compliance with applicable codes, laws, and regulations.

Inspects installed fire protection systems for adequacy and code compliance.

Reviews inspection findings with occupants and owners, and develops necessary hazard abatement plans.

Performs re-inspections as necessary to ensure that identified hazards are abated.

When assigned, conducts plan reviews and associated activities in accordance the functions and requirements identified for that assignment.

Serves as the District's liaison to state, city and county building, planning and development agencies and departments.

When assigned, conducts Fire Investigations in accordance the functions and requirements identified for that assignment.

Prepares and reviews reports, makes recommendations and conducts appropriate follow-up in support of assigned activities.

Designs and delivers educational, informational and training programs to the public and identified groups internal and external to the District which may require public speaking, operating audio/visual equipment and responding to questions.

Maintains accurate fire flow availability data.

Maintains work schedules, records and reports in written and electronic formats, and performs other duties with a variety of personal computer software applications.

Manages a variety of projects and programs involving businesses, agencies and citizens in order to help reduce and prevent incidents within the District. Coordinates the work of other staff assigned to those projects and programs.

Promotes good public relations.

### SECONDARY FUNCTIONS

#### Position-Specific Functions

Assists in developing procedures and guidelines for conducting various acceptance tests.

Operates various equipment as necessary.

Is trained in and delivers emergency first aid and CPR, and operates AED equipment as needed.

#### **Other Functions**

Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.

May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.

Performs other duties as assigned.

## **JOB QUALIFICATIONS**

#### **Education**

An associate or higher level degree in fire administration, prevention, engineering or science, or a closely related field is required. An equivalent combination of education, training and experience that provides the knowledge, skills and abilities to perform the primary functions will be considered in lieu of an associate degree.

#### **Experience**

Two or more years of experience working at a level equivalent to the Deputy Fire Marshal I.

#### **Certifications & Licensures**

Current ICC Fire Code Certification.

Must possess and maintain recognition by Oregon State Fire Marshal's Office as Fire & Life Safety Specialist I by the completion of one (1) year of employment.

Fire investigation experience, training or certification is strongly preferred.

Plans examiner experience, training or certification is strongly preferred.

Public Education experience, training or certification is strongly preferred.

#### **Position-Specific Requirements**

Knowledge of fire prevention and fire investigation laws, ordinances, rules and regulations.

Knowledge of hazardous materials applicable to the work being performed.

Knowledge of the principles and practices of fire safety and of fire investigation, inspection and plan reviewing techniques.

Knowledge of building construction and of mechanical and electrical systems applicable to the work being performed.

Ability to locate, diagnose, and define existing and potential hazardous conditions in buildings and installations.

Ability to establish and execute corrective actions sufficient to enforce applicable regulations.

Ability to speak and make presentations to a wide variety of groups and organizations.

Knowledge of and the ability to apply supervisory and program management techniques effectively.

#### **Standard Requirements**

Ability to travel throughout the District to various work site locations in order to fulfill the essential functions of the position. Must possess a current, valid driver's license, and maintain a driving record insurable by the District's insurer in order to drive a District-owned vehicle or drive a personal vehicle for District business.

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Solid knowledge of and ability to operate a personal computer and standard office software applications in addition to any specialized software necessary for the performance of job duties.

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Ability to read and understand, and communicate effectively in English, both orally and in writing.

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Ability to remain calm in emergency situations.

## COMPETENCIES

### TVF&R Core Competencies

#### Ethical Integrity

Adheres to an appropriate and effective set of core values and beliefs during both good and bad times. Acts in line with those values. Rewards the right values and disapproves of others. Practices what he/she preaches. Generates trust by keeping confidences, admitting mistakes and not misrepresenting self for personal gain. Is willing to stand up and be counted.

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#### Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers. Gets first-hand customer information and uses it for improvements in services. Acts with customers in mind. Establishes and maintains effective relationships with customers and gains their trust and respect.

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#### Compassion

Genuinely cares about people. Is concerned about their work and non-work problems. Is available and ready to help. Is sympathetic to the plight of others not as fortunate. Demonstrates real empathy with the joys and pains of others.

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#### Drive for Results

Enjoys working hard; uses time effectively and efficiently. Is action oriented and full of energy for the things he/she sees as challenging. Perseveres, especially in the face of setbacks. Steadfastly pushes self and others for results.

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#### Decision Quality

Makes good decisions based on mixture of analysis, wisdom, experience, and judgment. Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time.

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#### Interpersonal Savvy

Relates well to all kinds of people--up, down, sideways, inside and outside the organization--building constructive and effective relationships. Builds appropriate rapport; uses diplomacy and tact. Can defuse even high-tension situations comfortably. Can quickly find common ground and solve problems for the good of all. Can represent his/her own interests and yet be fair to other groups. Practices attentive and active listening; has the patience to hear people out. Is easy to approach and talk to.

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#### Dealing with Ambiguity

Can effectively cope with change. Can shift gears comfortably. Can decide and act without having the total picture. Isn't upset when things are up in the air. Doesn't have to finish things before moving on. Can comfortably handle risk and uncertainty.

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#### Personal Learning

Knows personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve him/herself. Seeks feedback; is open to criticism and receptive to discussion of shortcomings. Understands that different situations and levels may call for different skills and approaches; picks up on the need to change personal, interpersonal, and managerial behavior quickly. Watches others for their reactions to his/her attempts to influence and perform, and adjusts. Works to deploy strengths. Works on compensating for weakness and limits.

## PHYSICAL REQUIREMENTS

Ability to physically perform all duties which may be required to deliver emergency first aid and CPR, to operate AEDs and as may be assigned during emergencies

### Additional Description

Ability to perform those physical activities required for the execution of essential functions including, but not limited to, regular sitting, walking, and standing, the ability to perform repetitive motions with hands and wrists such as regular keyboarding; extensive talking and hearing both in person and over the phone to a wide variety of people. Must also be able to crouch, kneel, stoop, twist, climb, balance, reach, grasp, pinch, push, pull, carry, and lift various weights up to 50 lbs. in the performance of job

related tasks and the ability to perform all other physical activities required to perform essential and secondary functions.

Ability to wear an Air Purifying Respirator and Self Contained Breathing Apparatus.

**Weight**

**Weight**

**Frequency**

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Ability to lift, carry, push, and/or pull weights up to:

Up to 50 lbs

**Fitness for Duty Assessment**

**Fitness for duty assessment required:**

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Yes

**WORKING CONDITIONS**

**7710--Firefighters & Drivers**

Working conditions are described in detail below.

**Working Conditions--additional description**

Work is accomplished both indoors and outside and may involve intermittent stress and occasional work in emotionally or physically hostile environments.

May require exposure to physical hazards such as fumes, chemicals and body fluids as well as adverse environmental conditions such as inclement weather, extreme temperatures, dust, noise, dim lighting, working in confined areas and other conditions that may arise while performing essential and secondary functions.

**ACKNOWLEDGEMENT**

This job description describes the general nature of the work performed by employees assigned to this job class. It contains a list of required responsibilities and duties. It is not intended to be a complete list, and employees assigned to this job class may occasionally be required to perform duties and handle responsibilities that are not specifically addressed in the assigned job description.

**I have been given the opportunity to speak with my supervisor about any portion of the job description that I do not understand. I have reviewed and understand the job description for my position. I acknowledge that I am responsible for performing the essential functions, duties, and responsibilities described in this job description.**

**PUBLICATION HISTORY**

**Creation date**

**Revision summary (after 2016 Halogen implementation)**

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4/29/16: Revised based on reconfigured template.