TVF&R JOB DESCRIPTION

TITLE: Deputy Fire Marshal II

DIVISION: Fire & Life Safety

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 as assigned

BARGAINING UNIT: Local 1660

SUPERVISION EXERCISED: None

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:

Position-Specific Functions

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

FIRE PROTECTION SYSTEMS: Inspects installed fire protection systems for adequacy and code compliance.

FINDINGS REVIEW: Reviews inspection findings with occupants and owners and develops necessary corrective action plans.

RE-INSPECTIONS: Performs re-inspections as necessary to assure required corrective actions are complete.

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

PUBLIC EDUCATION: 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.

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

PLANNING LIAISON: Serves as the District’s liaison to state, city and county building, planning and development agencies and departments.

FIRE INVESTIGATIONS: When assigned, conducts fire investigations in accordance the functions and requirements identified for that assignment, including driving the designated investigation vehicle with required equipment to fire scenes.

PROJECT/PROGRAM MANAGEMENT: 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.

Standard Functions

SECONDARY FUNCTIONS
Position-Specific Functions

Assists in developing procedures and guidelines for conducting various acceptance tests.
Is trained in and delivers emergency first aid and CPR, and operates AED equipment as needed.

Standard Functions

Stays current in field of expertise by participating in conferences, seminars, meetings, and other learning and development events; and by monitoring literature in one’s field for trends and changes occurring.

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

This section describes the required and preferred education and experience qualifications, followed by competencies associated with performing the job functions. The education and experience minimum requirements below are those typically required for performing the job functions (unless specifically noted to be preferred). Equivalent combinations of education and experience may be considered.

Education

An associate or higher-level degree in fire administration, prevention, engineering, science, or a closely related field. 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 Inspector I certification at application.

Current Oregon Fire Inspector competency recognition certification from the Oregon State Fire Marshal in accordance with OAR 837-039-0120 within one 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 potentially 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 program management techniques effectively.

**Standard Requirements**

Ability to drive to various locations in order to fulfill the essential functions of the position. Must possess a current driver's license valid in the State of Oregon and have an acceptable driving record.

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.

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

Ability to work calmly in stressful situations with frequent interruptions and remain calm in emergent situations.

**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 is preached. Generates trust by keeping confidences, admitting mistakes and not misrepresenting self for personal gain. Is willing to stand up and be counted.

**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.

**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.

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

**Decision Quality**
Makes good decisions based on mixture of analysis, wisdom, experience, and judgment. Most of one's solutions and suggestions turn out to be correct and accurate when judged over time.

**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 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.

**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.

**Personal Learning**
Knows personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve self. 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 attempts to influence and perform, and adjusts. Works to deploy strengths. Works on compensating for weakness and limits.

"Fire Service Professional" Under OAR 259-009-0015

Yes

**PHYSICAL REQUIREMENTS**
Physical requirements detailed on separate document found in this library.

Additional Description

N/A.

Weight

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<tr>
<th>Weight</th>
<th>Frequency</th>
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<tr>
<td>Ability to lift, carry, push, and/or pull weights up to:</td>
<td>See physical requirements document</td>
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Fitness for Duty Assessment Required

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.

Respiratory Protection

Required to perform essential functions

Noise Exposure

Yes

Bloodborne Pathogens Exposure

Yes

JOB CHARACTERISTICS

Complexity of job tasks

Predominant work relates to a limited range of activities, and requires the application of well-established principles, practices and procedures in combination.

Actions or responses made can generally be found in documented precedents, or in rules, regulations, guidelines, procedures and instructions, or related to past experience.
Some interpretation and application of judgment is required.

Problem solving

Predominant work activities are undertaken within a general framework of recognized procedures and guidelines.

Some initiative is required in completing still largely procedural tasks.

There is scope for creativity in the way in which these are applied in relation to problem solving.

Judgments involve facts or situations, some of which require analysis.

Lateral thinking is required to generate viable options and the implementation of solutions.

Management responsibility/Resource accountability

Some limited coordination of others’ work within business unit (e.g., lead worker roles). (Does not include SMEs who coordinate others laterally.)

Assists in the training of new or less experienced colleagues in the business unit.

Provides advice and guidance on procedural matters for one’s business unit.

Organizes task allocation and checks work quality for work in one's business unit.

Some direct responsibility for resources in one’s business unit. May verify and reconcile payments and invoices in accordance with established guidelines and procedures.

Project manager: Predominant work involves formal role in coordinating the work of others on time-limited projects who may not be in the same business unit and are not formally supervised. Some direct responsibility for resources involved in projects.

Decision making

Predominant decisions are within defined parameters and related to an area of responsibility.

Predominant decisions are based on policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.
Provides information and advice which may be taken into consideration by other decisions makers.

Predominant actions of the role impact operational efficiency and output, or service delivery for a work area over the short to medium term with limited risk exposure.

**Accountability to outcomes**

Accountable for the setting of own priorities beyond a day-to-day basis.

Accountable for planning own work goals and priorities that align with and achieve own and team outcomes.

Responsible for the accuracy and timeliness of advice provided in relation to an area of responsibility and awareness of the impact of emerging issues on activities.

Accountable for the achievement of own results which contribute to team goals.

**Contacts and relationships**

Manage relationships with stakeholders to achieve work area goals.

Liaise with a range of stakeholders in relation to difficult or sensitive issues.

Consult and advise internal and external stakeholders, anticipate and respond to their needs and expectations.

Represent the agency by promoting its interests at community and cross-agency levels and undertake a representation or presentation role on behalf of the immediate work area.

**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 TalentSpace implementation)**

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

1/24/24: Non-substantive revisions per CS Commission approval at 1/22/24 meeting.