



REDMOND FIRE & RESCUE

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Redmond, OR 97756
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JOB DESCRIPTION

POSITION TITLE: Deputy Fire Marshal
FLSA STATUS: Non-Exempt
EMPLOYEE GROUP: Represented/Classified

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, assists in program development, and performs 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 construction, fire escapes/exiting, and to assure general compliance with state and local fire codes, laws, and regulations.

Inspects installed fire protection systems for adequacy and code compliance.

Reviews inspection findings with occupants and owners, and develops necessary corrective action plans.

Performs re-inspections as necessary to assure required corrective actions are completed.

Prepares written and electronic inspection reports, correction notices, notices of violation and other correspondence as needed.

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.

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

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

Works independently under general supervision and may be assigned to work in small groups or with others.

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.

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Promotes good public relations.

Secondary Functions

Position-Specific Functions

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' experience working as a Fire Inspector, Deputy Fire Marshal, or closely related position. Additional fire, building, mechanical, and electrical code experience, training or certification is strongly preferred.

Certifications & Licensures

ICC Fire Inspector I

NFPA Instructor I

NFPA Fire Investigator

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

Desired Certifications:

- IAAI Fire Investigation Technician (FIT)
- IAAI Certified Fire Investigator (CFI)
- NAFI Fire Investigator (CFEI)
- NWCG FI-210

Public Education experience, training or certification is strongly preferred.

Position-Specific Requirements

Knowledge of state and local fire prevention laws, ordinances, rules, regulations and their application to the District.

Knowledge of hazardous materials.

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

Knowledge of building construction and 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 bring about corrective actions sufficient to enforce applicable regulations.

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.

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 remain calm in emergency situations.

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 and 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, push, pull, carry, and lift various weights up to 50 lbs. in the performance of job-related functions. Ability to perform all other physical activities required to perform essential functions.

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

Working Conditions

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