

## **DEPUTY FIRE MARSHAL**

Division: Fire Prevention  
Supervisor: Fire Marshal/Fire Chief  
Supervision Exercised: Supervises personnel as assigned  
Wage Scale: Deputy Fire Marshal (Represented Employee)

General Statement of Duties: Provides fire prevention program management, business occupancy inspections, new construction plans review, fire code interpretations, fire investigations and other related tasks.

Distinguishing Features of the Class: This is a non-emergency response classification. This classification would not be responding to emergency situations as a routine responsibility of the work. It is distinguished from other District classifications by the combination of fire and life safety inspections in the field and a variety of administrative responsibilities essential to delivery of District services including assisting the Fire Marshal/Fire Chief as needed with disaster and hazardous materials recovery plans, the development and maintenance of a variety of data bases capable of producing reports for the District and other agencies. This position may as directed, supervise Career and Volunteer personnel assigned to the Prevention Division. This position is the primary individual responsible for the Fire Prevention Division in the absence of the Fire Marshal.

Examples of Essential Functions: An employee in this classification shall perform the essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that an employee may be required to perform.

1. Investigates fires, explosions, and hazardous materials incidents to determine probable cause, origin and circumstances; provides information and may testify in court to assist law enforcement and judicial personnel in the prosecution of persons charged with violations of fire prevention laws and ordinances including arson.
2. Conducts detailed field inspections and assists businesses with developing pre-incident emergency plans of all types of buildings, occupancies, and special protection systems to determine and enforce compliance with federal, state, and local fire codes and ordinances; notifies owners or other persons in violation of fire safety laws or ordinances and provides time schedule for compliance. Assures that re-inspections are conducted in a timely manner.
3. Maintains the Fire Prevention Division management system for Keizer Fire District, and provides records and prepares reports of activities, inspections made, hazards noted and abated, investigations, complaints, special and unusual hazards noted or abated and other reports/records and submits to Oregon State Fire Marshal as required.
4. Inspects tents/carnivals/festivals for access and health documentation. Issues fireworks permits, inspects fireworks displays and stands for proper compliance.
5. Attends training to maintain certifications and Oregon State Fire Marshal courses to stay current on Oregon Fire Code and safety issues.

6. May supervise other Firefighters assigned fire prevention duties including preparation of performance appraisals, reviewing monthly timecards, participation in examinations, and recommending potential corrective action for all subordinate members.
7. As assigned, attends the City of Keizer planning meetings, reviews building plans and permits for access, fire flow and water supplies, attends pre-construction meetings, meets with builders, answers building and fire code questions, meets with citizens regarding street standards and other city ordinances or codes.
8. Responds in a support role on fire alarms or general alarms and fulfills duties as assigned by Incident Commander. The Incident Commander may assign investigation duties as needed in the absence of the Fire Marshal.
9. Formulates required reports and performs other duties as assigned by the Fire Chief, or any Chief Officer.
10. Prepares a monthly report and attends the Fire District Board Meeting.
11. Position requires competency and expertise in the following areas: fire prevention, record keeping, report writing, safety and work practices, basic office computer and keyboarding ability, public information/education methods, ability to work closely and effectively with the general public, business community, public officials, other paid employees and volunteer members of the District.

**Minimum Position Requirements:**

- National Fire Protection Association (NFPA) Firefighter I
- National Fire Protection Association (NFPA) Fire Inspection 2
- National Fire Protection Association (NFPA) Fire Instructor 1 or within one year of employment
- International Code Council (ICC) Fire Plans Examiner
- International Code Council (ICC) Fire Inspector 1
- International Fire Codes (IFC) Inspector 2
- Valid Oregon Drivers License or within 30 days of employment
- Minimum education of an Associate Degree (A.S., or A.A.S.) in a fire service related curriculum, bachelor's degree preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee of successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle and operate objects, tools or controls, keyboard information; reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch or crawl; talk, hear, and distinguish smells. The employee will be required to move freely and unassisted throughout non-ADA compliant structures.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color distinguishment, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Off site field inspections are outside the District's control and may be non compliant with ADA requirements.

While performing the duties of this job, the employee works in an office setting and in the field fulfilling inspection responsibilities. The employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate, except during certain District training activities when levels may be loud.

Work hours are normally office hours with occasional requirements for evening, early morning or weekend assignments. Work involves interruptions and changing priorities or deadlines and requires an individual who can keep multiple tasks moving to completion simultaneously.

While performing the duties of this job, the employee may work in outside weather conditions. The employee will occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals requiring the employee to work while wearing respiratory protection.