

# North Lincoln Fire & Rescue District #1

## JOB DESCRIPTION

### FIRE MARSHAL

#### **A. Position Summary**

Assists the Fire Chief with planning programs which address the Fire Prevention and Fire Investigation needs of the District. Plans, coordinates and manages programs and resources which are related to Fire Prevention. Performs other duties as may be assigned by the Fire Chief. This staff member is expected to contribute to a positive work environment.

#### **B. Supervision Received**

Works under the general supervision of the Fire Chief, who assigns approved programs, goals, and general policies, and who evaluates the effectiveness and conformance with identified District goals.

#### **C. Supervision Exercised**

Is expected to exercise independent judgement in carrying out policy, programs, and orders. May suspend, recall, assign, transfer, reward, and discipline subordinates within established procedures; and may recommend, through the Chain of Command, the hiring, promotion, and discharge of all assigned personnel. Is responsible for directing subordinate personnel in all aspects of District training operations and to investigate and/or resolve grievances concerning subordinate personnel. Fire Marshal will supervise the Safety Officer / Public Education Officer / Public Information Officer.

#### **D. Principal Duties & Responsibilities**

1. Assists the Fire Chief with District fire risk analysis through review of fire reports and other significant data. Develops programs to provide effective Fire and Life Safety protection for the District.
2. Acts as liaison officer to all City and County planning departments relating to all aspects of land management and code review which affect service delivery of the Fire District.
3. Renders prompt, efficient, and courteous service to promote goodwill between the District and the public.
4. Establishes and maintains District-wide fire inspection program.

5. Plans, establishes, coordinates, and manages the Fire Prevention education programs of the District.
  - a. Promotes fire safety and general information to the public by means of press releases, announcements, and other informational publications.
  - b. Schedules station tours, programs, and presentations to schools, civic organizations, industry, and other groups.
  - c. Organizes and schedules appropriate activities for Fire Prevention Week and other related activities.
  - d. Assists schools and care facilities with establishing effective evacuation procedures.
6. Establishes and maintains a Fire and Life Safety program.
7. Assists the Fire Chief or his designee in developing an annual budget which estimates the allocation of funds needed for Fire Prevention and Fire Investigation programs.
8. Attends training related to enhancement of the position and the ability of the District to deliver effective Fire Prevention services.
9. Investigates Origin and Cause for all fires.
10. Establishes and manages a Pre-Fire Plan program.
11. Represents the District in state, national, and international organizations as authorized by the Fire Chief.
12. Performs other duties and functions as assigned.

#### **E. Residency Requirements**

Fire Marshal is not required to live within the North Lincoln Fire & Rescue boundaries, but must reside within a ninety (90) minute response area.

#### **F. Minimum Qualifications**

- Pass a pre-employment background check
- Possess a valid Oregon driver's license within 30 days
- 5 years Fire Service experience
- 2 years Fire Investigation experience
- 2 years Fire and Life Safety Programs experience
- NFPA Fire Investigator license and/or certificate
- NFPA Instructor I
- Pre-Fire Plan programs experience

#### **G. Preferred Qualifications**

- Associate's Degree in Fire Science or equivalent
- ICC Fire Code Inspector I and II Certification
- ICC Fire Plans Examiner Certification
- DPSST NFPA Fire Inspector II Certification
- OSFM Competency Recognition Level 3: Fire and Life Safety Specialist with Plans Review endorsement
- DPSST NFPA Juvenile Firesetter Intervention Specialist I Certification

#### **H. Civil Service Pay Classification: (F-4)**