

North Lincoln Fire & Rescue District #1

JOB DESCRIPTION

FIRE MARSHAL

A. Position Summary

Educate, Engineer and Enforce programs which address the Fire Prevention, Fire Inspections and Fire Investigation needs of the District. Plans, coordinates, and manages programs and resources which are related to Fire Prevention. Performs other duties as assigned by the Fire Chief. Keeps the organizations' vision and values at the forefront of decision making.

This staff member is expected to contribute to a positive work environment. Expectations of professional and ethical work duties that maintain a cooperative and respectful relationship with internal and external customers.

B. Supervision Received

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

C. Supervision Exercised

Is expected to exercise independent judgement in carrying out policy, programs, and orders. Is responsible for directing subordinate personnel within the Prevention, Investigation, and Inspection programs. May recommend the promotion, suspension, reward, and discipline of subordinates within established procedures. Will investigate and/or resolve grievances concerning subordinate personnel.

D. Principal Duties & Responsibilities

1. Conducts fire risk analysis through fire investigations and inspections performed with other significant data. Develops programs to provide effective Fire and Life Safety protection for the District.
2. Acts as liaison officer to the City of Lincoln City and Lincoln County planning/building departments related to aspects of access and water supply and fire code plan review which affect service delivery of the District.
3. Renders prompt, efficient, and courteous service to promote goodwill between the Fire District and the public.

4. Establish and maintain a District-wide Fire and Life Safety program that should include the following:
 - a. Fire Code inspections and enforcement
 - b. Determine fire cause and origin
 - c. Fire Prevention and education programs
 - d. Assisting schools, motels, and residential care facilities with establishing effective fire prevention and evacuation procedures.
5. Assist 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.
6. Attends training required to maintain mandatory credentials and for enhancement of the position and the ability of the District to deliver effective Fire Prevention services.
7. Establishes and manages a Pre-Fire Plan program.
8. Represents the District in state, national, and international organizations as authorized by the Fire Chief
9. 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

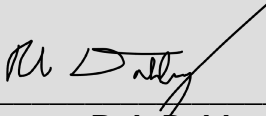
- Pass a pre-employment background check that includes:
 - Criminal History
 - Drug Screen
- Possess a valid Oregon driver's license within 30 days
- ICC Fire Inspector I Certification
- ICC Fire Plans Examiner Certification
- ICC Fire Inspector II Certification (within 6 months)
- NFPA Fire Inspector I or equivalent (within 6 months)
- NFPA Fire Inspector II or equivalent (within 1 year)
- OSFM competency Fire & Life Safety Specialist I (within 6 months)
- OSFM competency Fire & Life Safety Specialist II (within 1 year)

G. Preferred Qualifications

- AAS or AA Degree in Fire Science or equivalent
- BS or BA Degree in Public Administration or Emergency Service or equivalent
- NFPA Fire Investigator I (or equivalent)
- DPSST NFPA Juvenile Fire-Setter Intervention Specialist I
- Fire and Life Safety Programs experience
- Pre-Fire Plan programs experience

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

Job Description Approved by:



5/2/2022

Signature – Rob Dahlman, Fire Chief

Date