



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
June 2020

Agency: Oregon State Police

Facility: Office of State Fire Marshal

☐ New ☒ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title	<u>Deputy State Fire Marshal</u>	b. Classification No.	<u>C5561</u>
c. Effective Date	<u>07/01/93</u>	d. Position No.	
e. Working Title	<u>District Deputy State Fire Marshal</u>	f. Agency No.	<u>25700</u>
g. Section Title	<u>Fire & Life Safety</u>	h. Budget Auth No.	<u>000558220</u>
i. Employee Name		j. Repr. Code	<u>AF</u>
k. Work Location (City - County)			
l. Supervisor Name (optional)	<u>Supervising Deputy State Fire Marshal</u>		
k. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent
			<input type="checkbox"/> Academic Year
			<input type="checkbox"/> Job Share
l. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional
			<input type="checkbox"/> Administrative
		m. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes
			<input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

The mission of the Office of State Fire Marshal is "To protect citizens, their property, and the environment from fire and hazardous materials." The Fire & Life Safety Division (FLSD) is mandated by law to perform duties to enhance fire and life safety for the citizens of Oregon. The FLSD directs and coordinates fire investigations, fire and life safety inspections, institutional occupancy fire prevention and Federal Medicare-Medicaid certification surveys and compliance with fire and life safety standards for federal funding of health care facilities; State Fire Code adoption and maintenance; analyzing and recommending Oregon adoption of and modifications to the Oregon Structural Specialty, One- and two-family dwelling, and mechanical codes; and code enforcement and consultation functions concerning the adequate egress from all public buildings to assure the protection of all places where large numbers of persons work, live or congregate. The FLSD also leads the agency's exempt jurisdictions program, developing and ensuring compliance with exemption rules and managing the program's administrative functions. The FLSD has twenty-six employees.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Oversee, coordinate and provide fire and life safety code interpretation and enforcement, fire cause investigation, and fire prevention education services in an assigned district. This position is a general service district deputy.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
65%	R	E	Fire & Life Safety Code Development, Application, Interpretation and Enforcement: <ul style="list-style-type: none"> Enforce state adopted and nationally recognized fire and life safety laws, codes, standards, and regulations in existing buildings by conducting inspections to review and evaluate operations and processes; building construction, and fire protection features. Meet with responsible parties and review situations; inform and educate regarding hazards and necessary corrective actions. Identify corrections and develops correction plan; consider and apply alternative methods and means to meet code intent. Communicate decisions orally and in writing regarding interpretation, technical assistance and application of pertinent codes to private industry and local/state/federal authorities. Issue correction orders and documents actions. Conducts follow-up inspections. Reviews building plans. Recommends construction and fire protection system and other fire and life safety features to assist building officials in approving plans for construction and remodeling of occupancies. Review local fire and life safety code compliance program operations with local fire officials to assess community needs and adherence to fire prevention service and protection standards. Provide recommendations, information, guidance and expertise to help local fire department staff meet their communities’ needs. Assist Codes/Technical Support Unit to complete special research assignments and code development projects. Participate on the Oregon Fire Code Committees to develop and revise Oregon Fire Code model code articles and Oregon administrative rule. Forms partnerships with building officials through the implementation of Senate Bill 498. Extends partnerships to municipalities and fire districts through a “Plan of Cooperation” for fire and life safety plan reviews as developed by the Building Codes Division and the Office of State Fire Marshal. This plan involves input from the Office of State Fire Marshal as required by Building Codes Administrative Rule 918-20-020.
10%	N	E	Fire Origin and cause Investigations: <ul style="list-style-type: none"> Lead or participate in multi-agency fire investigation teams. Use in-depth technical knowledge, tools, and advanced fire origin and cause methodology and techniques to investigate and determine the origin and cause of fires and explosions. Direct and guide local fire officials in the origin and cause of fires; provides technical assistance to ensure accurate origin and cause determination; provides direction and assistance in the use of the Oregon fire incident reporting system. Provides relevant information to and coordinates activities with law enforcement agencies and district attorneys when a fire is suspicious or incendiary in origin. Write and submit fire investigation reports. Provide depositions and expert testimony in civil hearings, civil court cases (lawsuits) and criminal court cases. Documents evidence of product failure and reports to appropriate agency, such as Consumer Product Safety Commission.

10 %	R	E	Education and Program Representation <ul style="list-style-type: none"> Assist other jurisdictions, fire departments and rural fire districts in developing administrative and fire prevention policies and procedures for emergency operations. Participate on OSFM and statewide task force(s), local committees and advisory groups formed by other agencies, organizations and citizen groups. Develops and presents fire safety education, information and training in varied formats to community, social and professional groups, employee groups, special interest groups, city, county and state government agencies and affiliates, and the fire service. May assist with juvenile firesetters and refer firesetters and parents to appropriate services.
10%	R	E	Program Administration <ul style="list-style-type: none"> Represents the state fire marshal fire defense boards meetings, Oregon Fire Marshal's Association and other professional groups; gives reports on OSFM program policies, resources and activities. Recommends changes to state fire protection statutes. May analyze and monitor pertinent bills during legislative session, may prepare and present testimony for legislative hearings. Occasionally represents the agency before the media; provides factual information regarding fire incidents, agency programs, or fire prevention issues. Coordinate media contacts with division and department public information officers. Other duties as assigned.
			<ul style="list-style-type: none"> Provides accurate court testimony and qualifies results, conclusions and opinions appropriately so their significance is understood. Must be able to provide sworn credible testimony in a criminal or civil proceeding arising from the performance of duties.
			<ul style="list-style-type: none"> Specializes in providing Deputy State Fire Marshal services to Oregon Fire Service agencies specifically located within the assigned district.
5%			Emergency Operations: <ul style="list-style-type: none"> Will be utilized during emergencies to provide assistance in a variety of ways. That assistance may be directly aiding the emergency effort in the field or in the Agency Operations Center. It also may be in providing backup to fill in for another position that is being used in direct aid to the emergency.
			<ul style="list-style-type: none"> Act as an agency representative of, or Liaison Officer for, the Office of the State Fire Marshal with local fire chiefs/Incident Commanders (IC) before, during and after a conflagration request. Provide technical and administrative advice and counsel to the Fire Defense Board Chief(s) in service district for planning the implementation of the Oregon Fire Service Mobilization Plan. Participate in drills and mobilization planning to build skills, practice procedures, and develop cooperative working relationships for mobilizing emergency response. Provide forms and training, equipment, and other mobilization plan information as necessary to help local fire departments prepare for mobilizations. Assist with making preparations for the arrival of the OSFM Incident Management Team. Act in their capacity and report to the IC or another ICS positions as specified by the IC – or, fill other roles as assigned by the IC as necessary, given the circumstance and needs of the incident within training levels and qualifications. Assist with post-conflagration activities such as, but not limited to, assembling incident documents, preparing written report of actions and participation in after action meetings.
			On-going: <ul style="list-style-type: none"> Actively solicits and engages in diverse groups in program planning and implementation to identify and resolve problems in a constructive manner. Consistently treats customers, stakeholders, partners, and co-workers with dignity and respect. Actively participates in group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness to constructive feedback and learning.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Frequent long distance travel, often with overnight stays away from duty station. May be called out before and after work shifts and on weekends for fire code compliance, fire investigations, mobilizations and conflagrations. May travel and work under adverse weather conditions such as rain, snow, and extreme cold and heat for extended periods of time. Has telephone and personal contact with hostile and angry people. Encounters remains of fire fatalities; interacts with emotionally distressed people in determining origin and cause of fires. Determining the cause of fires requires lifting, shoveling, climbing ladders, using hand tools and power tools both inside and outside structures. Conducts fire investigations and building inspections under potentially life-threatening conditions and within structures weakened from fire, explosion, and earthquake; exposure to hazardous environments; periods of inclement weather; and dealing with criminal elements. May enter areas where toxic chemicals and explosives are stored or used that present an unusual hazard to health and safety. Conducting inspections requires extended walking on hard, smooth and on rough, uneven surfaces; climbing ladders and stairs; entering attics and other small spaces; and working and traveling in adverse weather. May be exposed to persons with contagious diseases and chronic illnesses and some who are physically aggressive.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon State laws and rules pertaining to fire protection
 ORS 164.305-164.365, 443.705-443.825, 476.005-476.990, 479.001-479.300, 480.010-480.460.
 OAR Chapters 437, 837
 Oregon Fire, Building, Mechanical, and Electrical Codes and Standards.
 National Fire Protection Association and other nationally recognized codes and standards.
 NFPA 101, Life Safety Code; NFPA 99 Health Care Facilities
 42 CFR, Parts 416, 418, 482, 483, and 488.
 Department of State Police Policies, Rules, and Procedures Manual.
 Oregon State Fire Marshal operating policies and procedures.

b. How are these guidelines used?

They are used for ensuring fire safety in existing buildings, ensuring compliance with the fire and life safety codes, conducting fire investigations, and providing technical assistance, fire prevention information, and other job related direction to other agencies and the general public.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Other federal, state, local agencies and organizations	Phone/Person/Writing	Technical assistance, code interpretation, investigations, guidance	Daily
General Public	Phone/Person/Writing	Technical assistance, code interpretation, investigations, guidance	As needed
Businesses/facilities	Phone/Person/Writing	Codes/Inspections/Investigations	Weekly
Other agency staff	Phone/Person/Writing	Technical assistance, code interpretation, investigations, guidance	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decides the degree of fire and life safety code enforcement necessary, which may result in substantial financial impact on the affected party and may include court action. Assesses and provides fire prevention and fire investigation assistance and training needs of local/state agencies; services provided affect community fire protection levels. Evaluates and acts upon code enforcement and fire investigation priorities, which affects fire protection levels and completeness of fire cause data. Judges when a fire-related crime has been committed and provides reliable information to police agencies and district attorneys to assist in arrest and prosecution. Independently makes decisions to grant state licensing to a variety of care occupancies.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

PEM/F	0004426	In person; by phone; via email	Weekly	Review to ensure program effectiveness
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SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification

Minimum Requirements:

- Requires possession of a valid Oregon driver's license
- Five (5) years of full-time fire service experience
- Two (2) years of full-time code enforcement experience
- One (1) year of full-time fire cause investigation experience
- An Associate's or Bachelor's degree in fire service administration, fire science, or closely related fire service field may substitute for up to two years of the required experience, but will not substitute for the three years of code enforcement and one year of fire cause investigation experience.

Obtain the following within six (6) months from the date of hire:

- NFPA Fire Inspector 1 certification or equivalent
- NFPA Fire Investigator Certification or equivalent
- NFPA Fire Instructor I Certification or equivalent
- NFPA Fire Inspector 2 Certification or equivalent
- International Code Council (ICC) Fire Inspector 1 certification
- International Code Council (ICC) Fire Inspector 2 certification
- International Code Council (ICC) Fire Plans Examiner

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date