



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
October 2022

Agency: Oregon State Police

Facility: Office of State Fire Marshal

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title Deputy State Fire Marshal
b. Classification No. 5561
c. Effective Date
d. Position No. 0004418
e. Working Title Deputy State Fire Marshal- Strategic Planning
f. Agency No. 25700
g. Section Title Fire and Life Safety Division
h. Budget Auth No. 45033
i. Employee Name Vacant
j. Repr. Code AF
k. Work Location (City - County) Salem - Marion
l. Supervisor Name (optional) Supervising Deputy State Fire Marshal- Tech. Services Unit
m. Position [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA [] Exempt If Exempt [] Executive [] Professional [] Administrative
[x] Non-Exempt
o. Eligible for Overtime [x] Yes [] 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 Oregon State Fire Marshal (OSFM) is a bureau of the Oregon State Police. For the 21-23 biennium the OSFM will be transitioning from a bureau to a stand-alone executive agency with an operative date of July 1, 2023. In addition, the OSFM will operate with 144 FTE and a biennial budget of \$159 million. Employees are stationed in Salem and in locations throughout the state.

The mission of the Office of State Fire Marshal (OSFM) is "protecting people, property and the environment from fire and hazardous materials". The Office accomplishes this through our four divisions and their programs. Oregon statute creates a connection by which the fire service receives various authorities through the Fire Marshal, and we work with the fire service to ensure our mutual missions and priorities are accomplished. The Oregon fire service consists of 305 fire districts/departments and more than 13,000 fire firefighters.

The Fire and Life Safety Division (FLSD) is mandated by law to perform duties to enhance fire and life safety for people who live in and/or visit Oregon. The Division directs and coordinates fire investigations, fire and life safety inspections, institutional occupancy fire prevention, new construction or remodel plans review, and Federal Medicare/Medicaid certification surveys for compliance with fire and life safety standards for federal funding of health care facilities. Develops fire code adoption process and maintenance; analyzing and recommending Oregon adoption of and modifications to the Wildland-Urban Interface Code (WUIC), International Fire Code (IFC), and the Oregon Structural Specialty Code (OSSC), 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. In addition, the division also assists with Oregon communities and the fire service to improve structural resiliency to wildfire, enhance defensible space surrounding structures, ensure adequate access and egress in the event of wildfire events and improve structural fire prevention efforts. The Division also leads the agency's exempt jurisdictions program, developing and ensuring compliance with exemption rules and managing the program's administrative functions. The Fire and Life Safety Division has 37 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:

The purpose of the Deputy State Fire Marshal (Strategic Planning) position is considered primary staff for evaluating the need for further focused fire prevention activities which may include but are not limited to; developing specific division wide inspection focuses, evaluating and analyzing fire investigation origin and cause data, evaluating gaps in compliance rates in specific occupancies, assisting the Fire and Life Safety Education Division (FLSED) with focused outreach messaging based on research, and assist with analyzing emerging fire and life safety issues which includes legislative concepts and bills. This position establishes and maintains relationships with internal staff, related state agencies, and fire service organizations. This position may also develop, coordinate, and evaluate special technical studies and projects for the FLS Assistant Chief Deputy and State Fire Marshal. This position also utilizes to assist and ensure compliance with all state fire protection statutes by reviewing, analyzing, and recommending Oregon adoption and modifications to the International Fire Code (IFC), International Wildland-Urban Interface Code (WUIC), Oregon Structural Specialty Code, one- and two-family dwelling, and mechanical codes; by reviewing and interpreting the codes and rules for the division, other state and local agencies, businesses and the public; and by ensuring conformance and uniformity among state and national fire prevention and protection statutes, rules, regulations and standards. This includes consistent application and interpretation of the WUIC code to improve wildfire resiliency by removing or reducing the risk to communities and first responders.

This position assists and/or oversees, coordinates, and provides fire and life safety code interpretation and enforcement, fire cause investigation, and fire prevention education services.

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
50%	NC	E	Reviews, analyzes, and develops focused fire prevention activities. Develops focused fire prevention activities which may include but are not limited to; developing specific division wide inspection focuses upon evaluating and analyzing fire investigation origin and cause data, evaluating gaps in compliance rates in specific occupancies, assist with focused outreach messaging, assist with analyzing

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			emerging fire and life safety issues which includes legislative concepts and bills, and working with the Analytics and Intelligence Unit in leveraging data available for more focused prevention activities. Conducts research, analyzes statistical data, performs other special projects, and identifies the needs for various division programs. Identifies problem areas and devises solutions; anticipates future needs and recommends appropriate actions. Establishes priorities for identified projects and creates timelines for goal accomplishment; monitors and evaluates overall performance and progress. This position may also develop, coordinate, and evaluate special technical studies and projects for the FLSD Assistant Chief Deputy and State Fire Marshal. Review and analyze code change proposals from other parties, associations, committees, and recommends action upon request.
20%	NC	E	Fire & Life Safety Code Development, Application, Interpretation and Enforcement. Enforces 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. Meets with responsible parties and reviews situations; informs and educates regarding hazards and necessary corrective actions. Identifies corrections and develops correction plan; considers and applies alternative methods and means to meet code intent. Communicates decisions orally and in writing regarding interpretation, technical assistance and application of pertinent codes to private industry and local/state/federal authorities. Issues 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. Reviews 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. Provides recommendations, information, guidance and expertise to help local fire department staff meet their communities' needs. Assists Codes/Technical Support Unit to complete special research assignments and code development projects. Participates on the Oregon Fire Code Committees to develop and revise Oregon Fire Code model code articles and Oregon Administrative Rule. Maintains effective communication and cooperative working relationships with Oregon fire service partners, and with fire and life safety code and rule development and adoption agencies, organizations and associations.
10%	NC	E	Researches and develops written and oral interpretation and consultation of state laws, rules and codes and affects special occupancy articles of the Oregon Fire Code. Provides verbal and written code interpretations and regulatory information primarily to division staff and the fire service and to the public, businesses, legal counsel, building officials, and design professionals. Maintains effective communication and cooperative working relationships with the Oregon fire service and with model code groups for uniformity and accuracy of code interpretations and information. Researches and recommends proposed agency direction regarding code standards and interpretations to the Fire & Life Safety Division Assistant Chief Deputy, state, and local fire code enforcement officials.
10%	NC	NE	Develops, coordinates & evaluates special technical studies & pilot projects for the FLS Division Assistant Chief Deputy. Identifies stakeholders, partners and resources for technical task forces and work groups; prepares meeting agendas; leads and facilitates meetings to identify core issues; develops short- and long-term goals; problem solves regulatory and policy conflicts, develops action plans, interprets rules and regulations, and evaluates results and reach conclusions. Writes and presents reports; recommends policy decisions and follow-up actions, presents findings and results.

5%	NC	NE	Leads and/or assists in conducting origin and cause fire investigations. Uses 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. Directs and guides 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. Writes and submits fire investigation reports. Provides 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.
5%	NC	NE	Emergency Operations and Other Duties 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.
			On-going: Recognizes the value of individual and cultural differences; creates a work environment where individual's differences are valued. Responsible to structure activities that will promote and foster a diverse workforce and a discrimination/harassment free workplace. 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. Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive criticism and suggestions in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

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.

This job requires occasional day and overnight travel statewide and out-of-state. 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 and fire investigations. May travel and work under adverse weather conditions such as rain, snow, and extreme cold and heat for extended periods of time. 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. May

receive calls from agitated persons who have not received an answer from other local and state agencies and been referred to this office. Responsibilities involve sensitive inter-organizational political relationships, sensitive state/local political relationships, and organizational relationships between the fire service and private and state organizational groups. Required to work various hours including holidays, nights, weekends, and long hours on short notice. Assignments to emergency incidents may require employee to be away from duty station. Occasionally required to work under adverse conditions such as noise, smoke, heat, etc.

Because of the agency's mission employees 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.

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?
Fire agencies	Phone/Person/Writing	Code interp/policy/info exchange	Daily
Building Officials	Phone/Person/Writing	Code interp/policy	Daily
City/state/County Govt	Phone/Person/Writing	Info/tech exchange/code interp/policy/assist	Daily
Architects/Builders	Phone/Person/Writing	Code interp/policy	Everyday
General Public	Phone/Person/Writing	Code interp/info/policy	Daily
Division Staff	Phone/Person/Writing	Code interp/info/assist/guidance	Daily
Other State Agencies	Phone/Person/Writing	Info/assist/guidance	Weekly
Attorneys	Phone/Person/Writing	Code interp/police	As Needed
Special Interest Groups	Phone/Person/Writing	Info/assist/guidance	As Needed

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

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

Accurate interpretations of fire, building and mechanical codes, laws and rules are required to promote uniform enforcement of fire and life safety codes and laws to provide consistent direction to all fire-related agencies; the results impact construction costs and the safety of life and property. Identifies fire problems that can be addressed and corrected by code changes or new codes; the results reduce fires and fire losses. Requires ability to analyze technical information, communicate technical findings and recommendations to a variety of audiences, and problem solve conflicts to reach consensus. Requires understanding of agency programs, statutes, rules and policies to assist staff.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Supervising Deputy State Fire Marshal	3100826	In person, by phone, email	As needed Quarterly	Review/guidance Performance Appraisal

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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

Must obtain the following certifications within six (6) months from date of hire:

- International Code Council (ICC) Fire Inspector 1 certification
- International Code Council (ICC) Fire Inspector 2 certification
- International Code Council (ICC) Fire Plans Examiner
- NFPA Fire Investigator Certification or equivalent
- NFPA Fire Inspector 1 Certification or equivalent
- NFPA Fire Instructor 1 Certification or equivalent
- NFPA Fire Inspector 2 Certification or equivalent
- Oregon Competency Recognition certification- Oregon Fire Marshal level

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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".

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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