



# Klamath County Fire District No. 1

## Job Description

### DEPUTY FIRE MARSHAL

**SALARY:** \$5,481.06-\$6,730.42/month

**GROUP:** *IAFF, Represented*

**DIVISION:** *Community Risk Reduction*

**REPORTS TO:** *Division Chief, Fire Marshal*

**FLSA STATUS:** *Non-Exempt*

**CLASSIFICATION:** *Non-Management*

**STATUS:** *Full-Time*

**LOCATION:** *Central Fire Station*

#### POSITION OVERVIEW

Under the general supervision of the Fire Marshal, inspects buildings for hazards and violations, provides fire prevention instruction, assists in fire investigation and performs related duties as required. The position is responsible for writing detailed reports of fire inspections and providing follow-up visits/inspections, as well as, ensuring corrective recommendations are completed in a timely manner. Conducts fire investigations to determine the origin and cause of fires and completes a detailed investigation report. The Deputy Fire Marshal answers public inquires on fire prevention matters and assists in providing public education and training regarding Community Risk Reduction activities.

#### RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

*Responsibilities and duties may vary but the essential job duties will include the following:*

1. Inspects commercial, educational, industrial, residential, hospital and public assembly buildings and other structures / installations for compliance with fire prevention codes, laws, rules and regulations; inspects for fire hazards and fire escapes, exits and automatic fire sprinkler systems as directed.
2. Advises and instructs occupants / owners of buildings in the removal of fire hazards; and in fire prevention methods, recommends the installation and/or maintenance of fire control/fire safety appliances; and the correct storage and transportation of explosive substances, flammable liquids, gases and other hazardous or combustible materials.
3. Reports violations of safety codes, regulations and established fire safety standards to building owners and occupants; prepares written notices to ensure timely corrective action.

4. Prepares and submits reports as directed, maintains a permanent record of the activities related to fire prevention, including: fires, inspections, complaints, hazards found and removed and related records.
5. May be required to respond to emergency incidents and fires of suspicious nature. Gathers evidence, investigates fire and hazardous material releases for cause and participates in the prosecution of arsonists as directed.
6. Answers public inquires and other fire prevention matters; talks before clubs, societies, schools and other organizations regarding fire prevention or public education.
7. Attends schools, classes, and other meetings relating to new materials, investigation procedures, new codes and regulation requirements, as well as, developments in fire prevention methods.
8. Assists in providing training to commercial/ industrial employees for Hazardous Materials Awareness and Operations levels.
9. Develops and maintains fire prevention and public education programs that are presented to citizens of the Fire District.
10. May be required to submit written recommendations to the Fire Marshal for improving fire prevention responsibilities or increasing the efficiency of the fire prevention division.
11. Participates in the budget process, is knowledgeable of District purchasing procedures and limits, and makes routine purchases at the direction of the Fire Marshal.
12. Performs duties in accordance with the Fire Districts work rules, guidelines and Labor Contract.
13. Assists businesses with fire exit drills to monitor and evaluate evacuation procedures.
14. Assists in development of pre-fire plans for structures.
15. Provides data to Community Risk Reduction, Operations and Emergency Medical Services Divisions and has oversight and authority to conduct various projects or duties as assigned.
16. Demonstrates professionalism and a positive attitude during public interaction that shows support for the District and the incorporated city and unincorporated areas of the County served by the District.
17. Maintains harmonious work environment with coworkers through strong interpersonal skills; shows commitment to policies, goals and objectives of the District.
18. Assists the Fire Marshal in other duties as assigned.

## **PHYSICAL REQUIREMENTS**

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

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Strenuous physical exertion may be necessary and performance of duties may go for long periods without rest cycles or meal periods.

This position can be physically demanding, requiring good health and physical condition to adequately perform job duties. Employee must successfully pass an annual fit for duty exam based on NFPA 1582. Employee uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Employees may be required to lift and/or move up to 50 pounds and occasionally lift and/or move heavy loads. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **JOB CONDITIONS**

The work schedule is eight (8) hours per day, five (5) days per week for a total of 40 hours. The supervisor assigns the exact schedule. After hours on-call duty rotation is required. The Fire Chief can authorize variations of the scheduled 40-hour work week. Occasional evening and weekend work is required for meetings or special projects. Overtime pay or compensatory leave is provided for all hours worked outside the normal 40-hour work week.

It is the attendance standards of the employer that all employees are present and on time each shift they are scheduled to work. Unauthorized full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Job requires the use of office equipment including, but not limited to, computers with Microsoft Office, fire-based reporting and staffing programs and internet; tablets, telephones, cell phones, two-way radios, pagers, copy machines and fax machines.

The use of fire apparatus, fire hydrants, fire hose, fire pumps, and aerial devices may be used.

Position requires responding to alarms, which may occur at any time.

This position requires daily use of KCFD1 vehicles and technical emergency response equipment.

The work environment may include indoor and outdoor stations, residential, commercial, and industrial settings, near moving machinery and traffic.

All types of weather conditions may be encountered, including temperature extremes, wet, dry, hot and below freezing weather, during day and night in stressful emergency situations.

Exposure to alarms, noxious odors, risk of electrical shock, and vibration, with potential exposure to bodily fluids; airborne, blood borne and other communicable diseases.

Noises levels from: quiet office setting to high levels at an emergency scene.

The noise level for this position is usually quiet.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local and state fire prevention codes, laws and ordinances; knowledge of the construction and repair of buildings of varying size and purpose; knowledge of the fire hazards present in a wide variety of industrial and commercial processes; knowledge of hazardous materials processes and storage practices; knowledge of the principles, practices, and procedures involved in fire prevention; knowledge of modern firefighting techniques, principles and procedures. Ability to learn the geographic features of the Fire District, to include the location of streets, water mains, major building and fire hazards; ability to gather facts and information and investigate the cause of fires.

Shall maintain a current driver's license valid in the State of Oregon.

This position shall be responsible for any additional administrative or operational duties and such other duties as may be required by their supervisor.

### **TRAINING PERIOD**

Training and new employee orientation is expected to take approximately 3 – 6 months for a fully qualified employee to become accustomed to the specialized fire service terminology, processes, and statistical data reporting systems unique to KCFD1. The required probationary period for a new employee is twelve months. Upon successful completion of the probationary period of employment, the employee will achieve “regular” employee status.

### **QUALIFICATION REQUIREMENTS**

*Consideration will be given to any combination of education and experience that would reflect meeting the qualifications and provide the ability to successfully perform the duties of the position. Equivalent or additional education, experience, and certifications from other states or agencies may be considered. Certifications and licenses must be maintained for the duration of employment.*

#### **Education**

High School Diploma or GED

#### **Certifications/licenses**

- Firefighter I and II (NFPA or equivalent)
- Fire Inspector I (NFPA or equivalent)

- NIMS 100, 200 ,700 and 800
- Must obtain ICC Fire Inspector I certification within one (1) year of hire (this is not the same as NFPA Fire Inspector I. This is a certification through the International Code Council).
- Must obtain ICC Fire Inspector II within two (2) years of hire.
- Must obtain Fire Investigator I (NFPA or equivalent) within three (3) years of hire.
- Possession of a driver's license valid in Oregon and maintain a safe driving record throughout the duration of employment.

**Other**

Computer experience with an emphasis in the use of Microsoft Word, Excel, Outlook, PowerPoint; databases; and work in a networked environment.

Must be a resident of the Fire District within six months of hire.

**PREFERRED QUALIFICATIONS**

**Education**

Associates in Fire Science

**Certifications/licenses**

- Fire Officer I
- ICC Fire Plans Examiner

**Experience**

- Five (5) years' experience with a full-time professional department of similar size and complexity (can be a combination of full-time experience with different departments).



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### **PRE-EMPLOYMENT REQUIREMENTS**

Employment for this position is contingent on clearance of the following:

- X   Pre-Employment Drug Screen
- X   Background Investigation
- X   Physical Examination
- X   Psychological Evaluation

### **ADA/EEO STATEMENT**

In accordance with federal and state laws, Klamath County Fire District No. 1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, KCDF1 will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **JOB DESCRIPTION APPROVAL**

I concur with the job duties and listed elements as defined in this job description.

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
Date

### **ACKNOWLEDGMENT**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

My signature below confirms I have received and understand this job description and acknowledgement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date