

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Fire Marshal	CLASS. CODE: 0466
DEPARTMENT:	Fire	FLSA: E
REPORTS TO:	Fire Chief	DATE: 7/1/2002

Job Summary:

Performs administrative, investigative, supervisory, and technical responsibilities in managing the Fire Prevention Division of the Salem Fire Department.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Administers the operation of the Fire Prevention Bureau, including the enforcement of all applicable federal, state and local fire and safety codes; provides interpretations for the Uniform Fire Code.
2. Supervises, trains and evaluates assigned staff and provides technical assistance to staff; assigns work to the Fire Prevention Personnel.
3. Supervises the Public Education and Juvenile Firesetter Programs.
4. Works cooperatively with the Salem Building Official to assure thorough, organized and timely plan review and permit processing.
5. Recommends policies, procedures, methods, and practices for reviewing plans, conducting inspections and investigating of fire loss incidents.
6. Organizes fire and life safety inspections of all applicable occupancies for the Fire Prevention Division and Fire Suppression Crews.
7. Responds to requests to perform complex field inspections for conflict resolution in the areas of architectural construction, hazardous materials, alarm systems, and sprinkler systems as it relates to new and existing buildings.
8. Performs other related duties and responsibilities as instructed by the fire Chief.
9. Meets with architects, engineers, contractors and other involved with development and construction activities.
10. Prepares and administers the Fire Prevention Budget.
11. Attends and participates in management staff meetings.
12. Reviews all zone changes, property partitioning, sub-divisions, UGB Boundaries, pre-application, annexations, mobile home parks, vacation of right-a-ways, and lot line adjustments as requested by Community Development/Planning.
13. Coordinates Fire Department activities with other City Departments and outside agencies.
14. Develops and prepares amendments to the Uniform Fire Code for adoption.
15. Supervises the City's Backyard Burning Ban and Agriculture Burning Permit Program.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Interviews and tests for candidates in the classification of Deputy Fire marshal/Fire Inspector.
3. Supervises the Fireworks permits Programs.
4. Represents City Management during contract and labor negotiations.
5. Represents City of Salem at the SEMCA Neighborhood Meeting as their Liaison.
6. Performs other duties as required by supervisor.

City of Salem
CLASS SPECIFICATION

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in Fire Prevention or a related field; and,

Five (5) to seven (7) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Uniform Fire Code Certification required.
- Fire and Life Safety Plans Examiner Certification required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Salem Fire Department Rules and Regulations.
- City of Salem Personnel Rules and Regulations.
- Oregon Revised Codes.
- Salem Revised Codes.
- Federal Law and Regulations.
- Salem Fire Department Arch Files.
- Principles, methods, and practices of modern fire prevention management and fire suppression activities.
- Investigation techniques and procedures.
- Effective supervisory, administrative and management techniques.
- Budgeting and municipal finance.
- Mechanical, chemical, and related characteristics for a wide variety of flammable and explosive materials and hazardous substances.
- Fire hazardous and of fire prevention and protective methods, practices and techniques.
- Organization, functions, policies, rules, regulations and procedures of the Fire Departments.
- Principles of supervision and performance evaluation.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Develop and direct fire prevention education programs.
- Speak and present effectively in front of large groups.
- Research information, analyze data, develop operational programs, and develop amendments to the State adopted Uniform Fire Code for City adoption.
- Work independently and make decisions with minimal supervision.

City of Salem
CLASS SPECIFICATION

- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Bend, kneel, stoop or climb ladders and cross rugged and uneven terrain.
- Work at heights.
- Lifts up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.