

**CITY OF SALEM
DEPUTY FIRE MARSHAL I & II**

1780

NATURE OF WORK

Level I is entry level technical work performing fire inspections, fire cause investigations, public education and fire code enforcement work. Employment at Level I of the classification is limited to a maximum of 24 months. Level II is journey-level work performing similar duties as listed herein with the addition of plans examining responsibilities.

Work involves the performance of fire and life safety inspections, fire cause investigations, fire code enforcement, preparing and delivering fire prevention education, and preparing a variety of related reports concerning these activities. The classification requires a comprehensive understanding of fire codes, fire behavior and investigation techniques to determine fire cause or potential fire/life safety hazards and code compliance. Level I incumbents in this classification work under close supervision until experience and certification is gained. Incumbents at Level II work under general supervision and often assist in the training of Level I incumbents. Upon successful completion of the first 24 month period Level I incumbents must be able to demonstrate to the Fire Marshal the knowledge, skills, abilities and the required certifications in order to advance to the II Level in the classification.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties that are not listed.)

Performs fire inspections of commercial, industrial, educational, and institutional structures applying fire and life safety requirements to existing conditions. Identifies code violations, educates owner of need for compliance and re-inspects structure to ensure code compliance. Reviews building plans for code compliance. Inspects construction site for compliance with the approved plan design. Researches the application of fire code to existing conditions, the fire history of the structure, compliance history of the owner, reviews building plans for hazardous materials, exits, fire alarm systems, etc. Prepares inspection reports. Requires and issues fire permits as necessary when compliance is ascertained.

Performs investigation of fires to determine cause and point of origin. Gather related information and/or evidence. Works with police agencies in arson-related cases.

Prepares fire investigation reports. Responds to inquiries from insurance companies, property owners, attorneys and law enforcement agencies concerning fire investigations.

Provides technical assistance to the public concerning fire alarm and sprinkler systems, storage of flammable and hazardous materials, and regulations governing places of public assembly. Makes public education presentations concerning fire prevention issues. Trains other Fire Department personnel dealing with fire prevention issues and procedures.

DEPUTY FIRE MARSHAL (cont.)

Levels I & II

Analyzes fire reports and related documents for potential trends that would warrant concentrated prevention or fire investigation attention. Prepares and maintains a variety of fire prevention files, manuals and related documents.

Level II Deputy Fire Marshals assists in the orientation and training of Level I Deputy Fire Marshals. Performs other related work as assigned.

WORK QUALIFICATIONS

Level I

Graduation from high school or possession of GED and either one year's work experience in fire suppression or prevention work; or an Associate Degree from an accredited college in Code Inspection, Fire Prevention/Insurance Risk, Fire Science, Fire Prevention of Building Technology or a related field. Deputy Fire Marshal must possess an equivalent combination of experience or training which provides the knowledge, skills and abilities listed below.

Must meet all Civil Service requirements for admission to examination and all selection criteria concerning age, physical qualifications and background.

Level I - Requirements after appointment

Ability to successfully complete a training program and obtain a valid Department of Public Safety Standards and Training (DPSST) Fire Inspector I and NFPA Fire Investigator I and International Code Council (ICC) Fire Code Inspector I certification within a 24 month period. Failure to fully and successfully complete the training program or obtain the appropriate DPSST and ICC certification within the 24-month training period will be grounds for termination.

Level II

Appointment to Level II requires a minimum of one year's experience in the Salem Fire and Life Safety Division and possession of DPSST Fire Inspector I and Fire Investigator I certificate and ICC Fire Code Inspector I certification and a successful completion of the probationary period at Level I.

Level II - Requirements after appointment

Must obtain DPSST Fire Inspector II and ICC Fire Code Inspector II within one year of appointment to Level II.

Must obtain certifications necessary to conduct fire and life safety plan review within the State of Oregon within three years of appointment to Level II.

Failure to meet the Level II requirements within the time limits required will be grounds for termination.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of the fire prevention laws, ordinances, rules, and regulations.

Knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable, explosive, and similar hazardous materials.

Knowledge of the principles and practices of fire safety and of inspection techniques.

Knowledge of building construction and of building, electrical, plumbing, and mechanical systems as they related to fire code compliance and fire investigations.

Skill in the use of personal computers.

Ability to locate, diagnose, and define existing and potential hazardous conditions in buildings and installations.

Ability to make recommendations leading to the enforcement of appropriate laws and ordinances with firmness, tact and impartiality.

Ability to establish and maintain effective working relationships with property owners, other employees, and the general public even in confrontational situations.

Ability to communicate clearly and concisely, both orally and in writing.

Possession of a valid Oregon driver's license and the ability to meet City driving standards.

Human Resources Director

09/2005

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