



# Klamath County Fire District No. 1

## Job Description

### PREVENTION

### DISTRICT CHIEF OFFICER (FIRE MARSHAL)

**SALARY:** [REDACTED]  
[REDACTED]

**GROUP:** Non-Represented

**DIVISION:** Prevention/District Chief Officer

**REPORTS TO:** Fire Chief

**FLSA STATUS:** Exempt

**CLASSIFICATION:**  
Executive/Management/Uniformed

**STATUS:** Full-Time

**LOCATION:** Central Fire Station

#### **POSITION OVERVIEW**

Under the direction of the Fire Chief, the Fire Marshal administers all activities related to the prevention of fires, hazardous materials releases, as well as, other life safety issues that may involve the general public, businesses, and institutions throughout the Fire District. The position is responsible for overseeing, evaluating, and coordinating the actions of personnel engaged in Community Risk Reduction activities, along with other personnel as assigned. The Fire Marshal is responsible for the development, implementation, coordination and supervision of comprehensive public fire and life safety programs. Such programs shall encompass inspections of new and existing occupancies plans review, fire cause determination investigations, and public education. This position will ensure that all programs are in compliance with applicable local, state, and federal laws, regulations, codes and standards.

#### **RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

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

1. Evaluates existing fire and life safety conditions, to ensure compliance with federal, state, and local fire and life safety codes and recommends policy procedure, and ordinance revisions.
2. Maintains record of all fire code inspections, re-inspections, investigations, fire cause determinations, appeal activities, and any other records related to the Community Risk Reduction Division.
3. Maintains working relationship and coordinates with State Fire Marshal's Office.
4. Facilitates ISO reports and rating processes.
5. Responsible for the condition, discipline, and the efficient operation of the Community Risk Reduction Division in accordance with the provisions of the Fire District's Standard Operating Guide Manual.
6. Determines the conditions and methods for, and oversees the issuance of burning permits.
7. Assists in the administration of human resources policies and labor contracts. Assists in the recruitment, selection, training, promotion, assignment, transfer, performance evaluation, discipline, and discharge activities of assigned personnel. Resolves employee relations problems.
8. Assists in the development, planning, and implementation of departmental goals and objectives.

9. Works collaboratively with staff to review, analyze, and make recommendations to the Fire Chief concerning the delivery of effective services.
10. Provides the Fire Chief with Community Risk Reduction information.
11. Responds to large or complex emergency incidents and training exercises in order to provide direction and/or support as required in the ICS system.
12. Assigned as the primary Public Information Officer for Klamath County Fire District No. 1 with support of the Duty Chief and other Division Chiefs.
13. Assists in the development of the three-year training plan and the related annual and monthly training schedules.
14. Develops, reviews, revises, implements, and enforces rules, regulations, polices, and procedures to meet current standards and future needs.
15. Coordinates Community Risk Reduction activities with other Divisions and programs of the Fire District and with other Departments of the City and County, particularly the planning and building safety functions
16. Understands KCFD1's rights and obligations as provided in the State Mobilization Plan and how to implement the Conflagration Act.
17. Represents the department in local, county, and state activities as directed by the Fire Chief.
18. Participates in the annual budget process. Develops and manages the Community Risk Reduction Division budget and expenditures.
19. Researches and identifies grant opportunities, prepares proposals, and coordinates the completion of the grant application for submission to granting agency. Acts as the Department's main contact for the specific grant.
20. Prepares specifications for major purchases, secures bids and analyzes results, and recommends acceptance or rejection of bids.
21. Attends various meetings including, but limited to, Board of Directors regular and special meetings, monthly staff/management meetings, etc. Prepares and presents reports at such meetings, as required.
22. Actively participates and represents KCFD1 in various committees including, but not limited to, Klamath County Fire Defense Board and Fire Prevention Co-Op.
23. Participates in Labor/Management forums and contract negotiations with the labor group. This position is part of the management negotiating team.
24. Represents the Fire District when responding to the public, citizens, its employees, and others, in a prompt, professional and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external as a customer and delivers the best service possible in a respectful and patient manner.
25. Participates in the required Investigation Rotation and the Duty Chief rotation as necessary.
26. May serve as Acting Fire Chief in the absence of the Fire Chief.
27. Stays current with developments in local, State, and Federal legislation and industry trends that may affect KCFD1 or the Community Risk Reduction Division.
28. Develops data to analyze complex issues, evaluates alternative solutions, develops sound conclusions, and recommends a course of action.
29. Responsible for any additional duties as may be assigned by the Fire Chief.

## **SUPERVISORY CONTROLS**

The supervisor outlines the overall objectives and priorities, timelines, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgement according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with applicable laws, regulations, policies, and procedures.

This position exercises the full range of supervisory duties for assigned staff in accordance with KCFD1 policies, CBA, and applicable laws. Responsibilities include establishing objectives and priorities, timelines, and resources; planning, assigning, directing, and reviewing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and keeping employees informed of management policies and goals.

## **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. Employees must successfully pass an annual fit for duty exam based on NFPA 1582. 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**

This is a full-time, 40 hours a week, Monday-Friday position; however, evening and weekend work is required. This is a uniformed, salaried position and frequently results in working greater than 40 hours a week. There is no compensation for hours worked greater than 40 hours per week.

A majority of work for this position occurs in an office setting or indoors related to management and administration duties.

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

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 settings including 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.

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

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

Ability to communicate effectively verbally, in writing, and via radio. Understands, follows, and gives orders both orally and in writing.

Ability to research and analyze data, prepare reports, documents, and studies that are clear, concise, and comprehensive using correct grammar, punctuation, spelling, and mathematics.

Operates emergency equipment, vehicles, radios, pagers, personal computers, and telephones and follows all safety rules and procedures established for work areas.

Knowledge of the components and how to implement the Incident Command System and the Fire Scene Accountability System, as adopted by KCFD1.

Ability to develop and maintain a thorough knowledge of the physical conditions throughout the response areas of KCFD1.

Ability to develop, understand, interpret, and execute laws, rules, regulations, policies, and procedures.

Ability to develop, foster, and maintain a positive and productive culture at Fire District No. 1.

Knowledge of disaster preparedness, planning, and response.

Ability to delegate appropriately, give responsibility and trust, and maintain accountability.

Ability to contribute to Senior Staff level meetings positively, collaboratively, while articulating and respectfully selling their perspective and position.

Ability to effectively bring together people and groups with diverse backgrounds, interests, and viewpoints into an effective unit, both internally and externally.

Ability to mentor, lead, and manage change.

Knowledge and ability to successfully work with a unionized workforce.

Knowledge and experience with organizational development principles and practices.

## **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. Required certifications and licenses must be maintained for the duration of employment.*

### **Education**

Associates Degree in Fire Prevention, Fire Science, or closely related field.

### **Certifications/licenses**

IAAI Fire Investigation Technician.

NFPA Fire Officer 2 or equivalent.

NFPA HazMat Awareness Level Responder.

NIMS - ICS 100, 200, 700, and 800.

ICC Fire Inspector 1 and 2.

Must obtain OSFM Recognition as a Fire Marshal within one (1) year of hire.

Possession of a driver's license valid in Oregon and maintain a safe driving record throughout the duration of employment.

**Experience**

Three (3) years Fire Prevention experience in a comparable or greater sized agency, which included fire investigation, code enforcement, and public education.

Eight (8) years paid full-time emergency response experience with a paid or combination fire agency of equal or greater size and complexity.

**Other**

A residency requirement applies to this position.

Computer experience with an emphasis in the use of Microsoft Word, Excel, databases, Fire/EMS based reporting and staffing programs, and work in a networked environment.

**PREFERRED QUALIFICATIONS**

**Education**

Bachelor's Degree in Fire Administration, Public Administration, Engineering, or closely related field.

**Certifications/licenses**

Oregon DPSST Fire Investigator Certification or equivalent.

International Code Council Fire Plans Examiner Certification or equivalent.

History of membership with IAAI, ICC, and/or NFPA.

NFPA Fire Officer 3 and 4.

NFA Executive Fire officer.

CPSE Fire Marshall or Chief Fire Officer.

Incident Safety Officer.

NIMS ICS 300 and 400.

Hazmat Operations Level Responder.

Hazmat Technician level.

Oregon EMS certification.

**Experience**

Five (5) years Chief Officer or management level administrative experience.

Three (3) years supervisory experience with at least one (1) year as an AIC Battalion Chief or Battalion Chief, or equivalent.

**PRE-EMPLOYMENT REQUIREMENTS**

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

- Pre-Employment Drug Screen
- Background Investigation
- Physical Examination
- 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