

ORGANIZATION: City of Newport
DEPARTMENT: Fire

LOCATION: Newport, Oregon
DATE: January 2015

JOB TITLE: Assistant Fire Chief – Fire Marshal

Range: 19

PURPOSE OF POSITION:

Supervise and provide daily oversight to the shift Captains. Perform a variety of administrative and technical work related to fire prevention, including, but not limited to, building inspections, fire investigations, code enforcement, and public education. Conduct inspections of existing structures, homes, and new construction. Provide public education for community groups, schools and other organizations.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Inspect all occupancies as described by the Oregon Fire Code, including residences, places of public assembly, and industrial establishments for existing or potential fire hazards, and emergency planning.

Investigate and analyze findings to determine causes of fires and explosion. Make determination of risk assessment when juveniles are involved and whether information is forwarded to other agencies for needs assessment.

Receive, investigate, and make recommendations on complaints of fire hazards.

Provide public education in fire prevention for schools, community groups, and private organizations.

Prepare report of inspections, investigations, and statistics. Maintain a variety of data and records regarding fire inspection and prevention activities.

Enforce Fire Code and applicable City Codes; Provide court testimony as needed.

Respond to fire, motor vehicle accidents, and emergency medical calls. Directs activities on emergency and non-emergency scene as Incident Commander

Manage Shift Fire Captains; responsible for the daily assigning, reviewing, evaluating, and altering of workloads of Shift Fire Captains. Exercise independent judgment on day-to-day interactions and issues with shift Captains.

Ability to effectively communicate, both orally and in writing, with individuals, groups, city management, employees, staff, council members, other entities and the general public regarding general, complex or sensitive issues.

Provide timely, effective and appropriate communications with all fire personnel and Fire Chief; provide courteous and appropriate communications with citizens in the community.

Manage and perform all aspects of employee performance management including coaching and feedback, annual performance evaluations of staff, in accordance with all City policies; recommend disciplinary action to include appropriate economic discipline. Participate in any internal investigations as appropriate.

Develop and maintain a positive working relationship with colleagues, supervisors, staff, clients and others.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties of the position as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency AND seven years related experience.

KNOWLEDGE: Knowledge of fire fighting apparatus and equipment and principals and practices. Knowledge of federal, state, and local laws related to occupation. Knowledge of math, science, weather observation principles and practices, hazardous materials, fire and EMT methods and techniques, use and safety precautions related to fire equipment.

SKILLS: Skill in the use of personal computers, various related software programs, standard office equipment and fire fighting equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to analyze situations quickly and objectively, to recognize actual and potential danger, and determine the proper course of action. Ability to effectively supervise staff, establish and

maintain effective working relationships with employees and City officials. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions. Activity may require exposure to extremely hazardous situation in order to protect people and property.

REQUIRED - SPECIAL REQUIREMENTS/LICENSES:

Valid Oregon Driver’s License; Firefighter II Certification; EMT- B; and Fire Inspector I or the ability to acquire within 12 months; Fire & Life Safety Specialist I, or the ability to acquire it within 12 months. Must be able to pass FIT test for SCBA use.

DESIRABLE QUALIFICATOINS:

Certifications: Associates Degree in Fire Science, Fire Officer I, Fire Investigator; Driver; Aerial Apparatus Operator; NFPA Driver/Pump Operator; Juvenile Fire Setter Intervention Specialist; Fire Ground Leader; Incident Safety Officer, Fire Inspector II.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to twenty-five pounds and rarely lift or move materials more than 100 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, standard office equipment, and standard fire equipment. Physical exertion may be required to climb stairs, ladders, and over walls, run, move heavy objects, crawl through tight spaces, and kneel in confined areas.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work locations in all types of indoor and outdoor environments. When in the field may be exposed to other a variety of environmental conditions and is exposed to varying and extreme weather conditions. When responding to emergencies, employees risk physical hazard from smoke, heat, fire, noise, chemicals, bodily secretions, sharp objects, traffic, drugs, and drug paraphernalia. Involves contact with individuals under the influence of drugs/alcohol or who have communicable diseases. Subject to 24 hours call back for emergencies.

SUPERVISORY RESPONSIBILITIES:

Supervises the Shift Fire Captains. Manage and perform all aspects of employee performance management in accordance with all City policies and the Collective Bargaining Agreement; recommend and/or administer disciplinary action to include appropriate economic discipline. Participate in any internal investigations as appropriate. Act as the Fire Chief in the Fire Chief’s absence.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Fire Chief.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name	Incumbent Signature	Date

Supervisor Name

Supervisor Signature

Date

Date Revised: January, 2015

*Approved by: _____
City Manager*

*Approved by: _____
Human Resources*