



EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Deputy Fire Marshal

\$7,445 - \$9,530/MONTH



Applications Close – 5:00 p.m., Friday, July 14, 2023

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY

Conducts inspections for the purpose of enforcement of state and local laws, ordinances and standards pertaining to fire prevention and the protection of buildings from fire. Conducts investigations of fires; maintains records and carries out fire prevention programs; does related work as required. Coordinates company inspections, and provides assistance with methods to perform them. Performs data analysis and assists in fire prevention and public education activities, utilizes data to help plan targeted community risk reduction activities. May provide training of suppression personnel in fire prevention activities and techniques.

SUPERVISION

Works under the general direction of the Fire Marshal who outlines broad policies and reviews all work and inspections for effectiveness and results obtained. May supervise Fire Department personnel in relation to company inspection and fire ground activities related to fire causes, evidence preservation and collection, points of origin and sources of ignition and the department fire prevention education program.

ESSENTIAL FUNCTIONS

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Conducts detailed building inspections, except individual dwelling units for fire prevention purposes. Discusses abatement procedures for hazards noted with persons responsible for the property.
- Enforces compliance with federal, state and local codes and ordinances. This includes fire alarm, suppression systems, underground water supplies, and fire sprinkling systems.
- Investigates fires to determine the cause, origin, and circumstances and works with the Fire Marshal to prepare arson cases.
- Prepares, conducts, and may supervise fire prevention campaigns and circulates fire prevention literature; gives lectures on fire prevention and presents programs of fire department activities to civic organizations, clubs, etc., throughout the City.

- Works closely with various agencies and school personnel to effectuate programs and assist the community.
- Extracts, analyzes, interprets, and configures reports regarding emergency response data from a variety of sources and identifies community risk vulnerabilities.
- Analyzes call volumes, types for trends and areas for risk mitigation measures, and recommends community risk reduction action plans for resolution of identified vulnerabilities.
- Using applicable codes, ordinances and standards, makes compliance determinations and obtains corrections of hazards. Notifies property owners or persons in violation of fire safety laws and ordinances and follows-up to ensure compliance.
- Assists in analyzing municipal fire problems and in planning programs for providing adequate fire protection for the City.
- Issues permits for outdoor burning, fireworks, blasting, and storage tanks.
- Tests and inspects fire protection systems such as alarm systems, sprinkler systems, paint booths, and commercial cooking suppression systems.
- Reviews fire sprinkler and fire alarm installation plans; may review other types of plans and specifications related to a project.
- Conducts testing of sprinkler systems (wet, dry, pre-action, deluge systems), standpipe systems, special extinguishing systems and Type 1 commercial cooking hoods and spray booths to ensure systems are sound and compliant.
- Conducts testing of fire alarm systems to ensure coverage and audio-visual compliance, to ensure panel receives correct address from each device, and to ensure the dialer is sending correct information.
- Works with Community Development and Douglas County Building Department on construction inspections and consults with contractors, architects, engineers, and developers on building projects regarding fire and life safety requirements.
- Works closely with other local agencies to ensure coordination of jurisdictional authority and integrity of City program.
- Serves as a member of the Fire Department Executive Management Team and may participate in the development of goals, objectives, policies, and procedures.
- Promotes public relations for the fire department and the fire service.
- Keeps permanent records of activities, inspections made, hazards and violations noted, hazards abated, investigations of fire causes and complaints.
- May act in capacity of the Fire Marshal when Fire Marshal is not available.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable working knowledge of the laws, codes, ordinances, regulations and standards relating to fire prevention and the protection of life and property loss from fire.
- Thorough working knowledge of the legal processes involved in the enforcement of laws.
- Understanding of codes, ordinances, regulations and standards relating to fire prevention.
- Practical working knowledge of fire prevention inspection methods and techniques.
- Practical knowledge of fire behavior and ability to recognize and gather fire evidence.

- Knowledge of fire hazards and the causes and the uses of protective devices.
- Knowledge of firefighting methods, techniques and equipment.
- Ability to assist and plan effective fire prevention programs.
- Ability to speak effectively before civic groups.
- Ability to establish and maintain effective and harmonious working relationships with property owners, managers and the general public to persuade them to eliminate fire hazards and to explain methods of fire prevention and protection.
- Ability to prepare clear and comprehensive written reports.
- Ability to operate passenger vehicles.
- Ability to operate a personal computer using assigned software applications appropriate to assigned tasks.
- Ability to function as a team member to support the mission and direction of the department and the City as a whole.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Work Standards:

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Accept supervision and constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action and decision making under industry standards and practices and department guidelines is stressed.

EDUCATION & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Successful completion of at least one year of post-secondary education in Fire Science or a related field.

Experience: Four years of firefighting or fire prevention experience, preferably supplemented by specialized course work in fire prevention techniques.

SPECIAL REQUIREMENTS & CERTIFICATIONS

Possession of or ability to obtain within 6 months:

- International Code Council Fire Inspector 1
- OSFM Oregon Fire Inspector 1
- OSFM Company Inspector
- NFPA Fire and Life Safety Educator 1

Possession of or ability to obtain within specified timeframe:

- International Code Council Fire Inspector 2 Certification (within 1 year)
- NFPA Fire Instructor 1 (within 1 year)
- NFPA Fire and Life Safety Educator 1 (within 18 months)
- NFPA Fire Investigator (within 18 months)
- International Code Council Fire Plans Examiner (within 24 months)
- OSFM Oregon Fire Inspector 2 (within 2 years)

Desirable Qualifications:

- NFPA Youth Firesetter Intervention Specialist
- NFPA Public Information Officer

Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

Post-offer physical including drug screen.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job; work is performed both indoors and outdoors; often being exposed to very hot or very cold temperatures, dampness, and high humidity. On occasion, may require long work hours, various work times, and schedule changes that may not be foreseen, due to emergency situations. May require standing for various periods of time, walking in all types of terrain including uneven and cluttered surfaces, bending, stooping, crouching, sitting, twisting, kneeling, pushing and pulling, reaching above shoulder height and to ground level, climbing various equipment including stairs and ladders, grasping, reading, and hearing voice conversations and alarms. Work is often performed in an enclosed vehicle, such as a fire apparatus. Requires specialized safety gear and a special uniform, including helmets, safety glasses, ear plugs/muffs, and rubber boots. May regularly be exposed to hazardous equipment. Regular exposure to contaminants, hazardous situations and conditions, including noxious odor, fumes, tobacco smoke and other smoke. Because of this, incumbents may suffer cuts, bites, stings, minor burns, and exposure to poison oak. Exposure to sounds and noise levels that are distracting and uncomfortable on a regular basis. Regularly work in cramped places that require getting into awkward positions. Exposure to extremely bright or dim lighting conditions. May occasionally be exposed to high places. Requires frequent coworker contact and occasional working alone. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 70 pounds. May be exposed to moving vehicles and equipment. May require some exposure to hazardous traffic conditions.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Deputy Fire Marshal.

VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at: <https://www.cityofroseburg.org/departments/human-resources/employee-benefits>.

Insurance Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Long-term disability insurance provided by the City.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP).
- The City has a fully equipped fitness center available 24 hours a day.

How to Apply: Complete an application form available via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

In-Person: City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

Email: jobs@cityofroseburg.org

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Questions: Please direct questions to City of Roseburg Administration, Human Resources office at 541-492-6866. Telephone job line: 541-492-7010 (voice message listing current opportunities)

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails.

Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. For Roseburg area tourism information go to www.experiencerosburg.com.

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

