



## **EMPLOYMENT OPPORTUNITY**

**City of Roseburg, Oregon**

**Fire Marshal**

**\$8,076 - \$10,338/MONTH**



**Applications Close – 5:00 p.m., Friday, June 9, 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**

Responsible for the enforcement of all state and local laws, ordinances and standards pertaining to fire prevention and the protection of life and property from fire and fire hazards. Conducts investigations of fires to determine cause, maintains appropriate records and prepares reports. Develops and implements fire safety/prevention programs; does related work as required.

### **SUPERVISION**

Works under the general direction of the Fire Chief who outlines broad policies and reviews all work for effectiveness and results obtained. Supervises and trains Fire Department personnel in duties related to inspections, fire prevention activities and investigations.

### **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 field inspections of all types of buildings, occupancies and special protection systems to determine and enforce compliance with federal, state and local codes and ordinances; provides follow-up inspections as necessary.
- Tests and/or inspects fire alarm systems and other private fire protection equipment and facilities.
- Supervises and conducts the presentation of fire prevention programs and campaigns; circulates fire prevention literature; gives lectures on fire safety and prevention.
- Notifies owners or persons in violation of fire safety laws or ordinances and indicates time schedule for compliance.
- Maintains permanent records of activities, inspections made and hazards and violations noted, hazards and violations abated, investigations of fire causes, complaints, special hazards noted and abated and other information as may be required.
- Assists in analyzing municipal fire problems, makes recommendations which will insure adequate water supply for fire suppression.

- Reviews all building plans for new construction and remodeling for meeting compliance with City codes and ordinances relating to fire protection. Handles billing for plan review and inspections related to such activities.
- Inspects sites/processes and issues permits for outdoor burning, fireworks, blasting, storage tanks, and mobile food vendors. Collects fees and handles billing for such activities.
- Works closely with 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.
- Works closely with Community Development Department.
- Serves as a member of the Fire Department executive management team and may participate in the development of goals, objectives, policies and procedures.
- Manages entire Fire Prevention Bureau and Program; liaison between City of Roseburg and State Fire Marshal's Office.
- Tests and inspects fire protection systems such as alarm systems, sprinkler systems, paint booths, and commercial cooking suppression systems. Reviews system installation plans and specifications related to a project.
- Acts as Fire Department Public Relations Officer.
- Conducts background and fitness for employment investigations on potential Fire Department employees.
- Assists Fire Chief in managing the City's Emergency Management program. Duties include training personnel, managing City's Emergency Coordination Center (ECC), writing and managing grants, and acting as liaison to City departments and community partners.
- Enforces public nuisance ordinances and hazard abatement.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Thorough knowledge of the laws, codes, ordinances, regulations and standards relating to fire prevention and the protection of life and property loss from fire.
- Considerable knowledge of fire behavior and ability to recognize and gather fire evidence.
- Thorough knowledge of fire prevention inspections and fire investigations, their methods and techniques.
- Considerable knowledge of the legal processes involved in the enforcement of fire prevention codes and statutes.
- Ability to plan and conduct effective fire prevention programs.
- Ability to communicate effectively, orally and in writing.
- Ability to speak effectively before civic groups.
- Ability to prepare clear and comprehensive reports.
- Ability to establish and maintain harmonious working relationships with other agencies, employees and the general public.

**Work Standards:**

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Accept supervision and constructive criticism.
- Thorough when completing work tasks.
- 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: Graduation from a two year college with an associate degree in Fire Science or related field, including course work in communication skills, psychology, technical report writing, blueprint reading and public speaking.

Experience: Five years of experience in increasingly responsible positions with a paid fire department including two years in a supervisory position.

Three years paid experience in fire prevention position.

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

**SPECIAL REQUIREMENTS & CERTIFICATIONS**

Possession of or ability to obtain the following certifications within twelve (12) months:

- International Code Council Fire Inspector I
- International Code Council Fire Inspector II
- NFPA Fire Instructor I
- NFPA Fire Inspector III
- OSFM Company Inspector
- OSFM Oregon Fire Inspector I
- OSFM Oregon Fire Inspector II
- OSFM Oregon Fire Marshal

Possession of or ability to obtain the following certifications within eighteen (18) months:

- International Code Council Fire Plans Examiner
- NFPA Fire Investigator
- NFPA Youth Firesetter Intervention Specialist
- NFPA Public Information Officer

Excellent physical condition (medical exam may be required, including vision).

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.

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 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](mailto: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.experiencerooseburg.com](http://www.experiencerooseburg.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.

