**Fire Marshal**

**Job Description:**

Promote fire and life safety in the community. Assist with fire code compliance inspections, fire cause investigations, public education, and fire code enforcement. These tasks are illustrative only and may include other related duties. Work under the supervision of all ranking officers, with direct supervision from the Battalion Chief, in accordance with the Fire District policy, mission, and vision.

**Job Conditions:**

The work schedule is eight (8) hours per day five (5) days per week, or ten (10) hours per day four (4) days per week, for a total of 40 hours, with one day including a Saturday or Sunday. Chief Officers can authorize variations of the scheduled 40-hour work week. Occasional evening and additional weekend work may be required for meetings, special projects, or emergencies. Overtime pay is provided for all hours worked outside the normal 40-hour work week, with prior approval.

* Attendance standards of the employer are that employees on time each shift they are scheduled and present during shift hours.
* Requires the use of office equipment including, but not limited to, computer with Microsoft Office, telephone, cell phone, two-way radio, pager, and copy machine.
* Work environment may include indoor and outdoor stations, 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.
* Exposure to alarms, noxious odors, risk of electrical shock, and vibration.
* May respond to emergency scenes as needed for emergency calls, as instructed by Chief Officers.
* Regular use of CCF&R vehicles for job related functions while on shift.
* The expectation for this position is that the employee will reside within a 45-minute or less response time to Station 1 on Millington Frontage Rd.

**Responsibilities and Essential Functions:**

* Discusses violations and corrective actions with building owners, contractors, or their representatives and prepares written notices to ensure timely corrective actions.
* Assist with conducting fire origin cause investigations and assists prosecution by preparing investigation findings and testifying in court.
* Assist with fire code compliance inspections and enforcement relating to fire prevention and safety measures designed to protect life and property.
* Operates and drives vehicles and/or equipment safely and legally.
* Practice and maintain personal safety, comply with safety requirements of the position, and actively promotes safe work practices.
* Demonstrates composure, professionalism, and a positive attitude during public interaction, even under stressful situations, and deliver excellent customer service to diverse audiences.
* Maintain harmonious work environment with coworkers through strong interpersonal skills that shows a commitment to policies, goals and objectives of CCF&R.
* Assist in the coordination and development of fire prevention education programs and in coordinating activities of personnel during community relations and education programs.
* Assists with coordinating and presenting public fire and life safety prevention programs with numerous agencies to insure the most effective use of community resources.
* Assist in development and maintenance of any Community Fire Readiness or Risk Reduction programs, development of pre-fire plans for structures, and seasonal and special program inspections.
* Provides input for long-range public safety planning to establish future departmental and division needs.
* Assist with other duties as assigned.

**Minimum Qualifications:**

* High school diploma or equivalent
* At least 21 years of age
* Two years of fulltime or active volunteer fire service experience
* Valid driver’s license with an acceptable driving record
* Active NFPA Firefighter I
* Active NWCG Wildland Firefighter II
* Within 1 year successful complete: DPSST NFPA Fire Inspector I, International Code Council (ICC) Fire Inspector I, and Defensible Space Assessment Training
* Within 3 years successful complete: NFPA 1035 Standard on Fire and Life Safety Educator I and DPSST NFPA Fire Investigator I

**Desired Education and Certifications:**

* Associate’s or Bachelor’s degree in fire prevention, fire science, or related fire service field
* DPSST NFPA Fire Inspector I or higher
* International Code Council (ICC) Fire Inspector I or higher
* Defensible Space Assessment Trained
* NFPA 1035 Standard on Fire and Life Safety Educator I or higher
* DPSST NFPA Fire Investigator I or higher

**Preferred Skills:**

* Excellent interpersonal and communication skills and the ability to speak in public. Ability to serve the business community, community organizations, and community members in a positive and professional manner.
* Knowledge and understanding of the basic concepts and principles of code enforcement and application.
* Ability to research the Oregon Fire Code and other related fire and safety codes and apply this information in decision making.
* Adherence to CCF&R policies regarding smoking, drugs, alcohol, and grooming.
* Ability to make appropriate decisions in non-emergency and emergency situations.
* Excellent public service skills under emergency and non-emergency conditions.
* Ability to independently determine the needs of the assigned region/district and determine a work schedule to address those needs.
* Public speaking communication abilities to a diverse audience, ensuring clear understanding.
* Leadership or fire officer experience as a collaborator and facilitator with programs, processes, and in emergency situations both independently and with a team.
* Ability to produce successful outcomes while maintaining a professional demeanor in conflict resolution scenarios.
* Ability to successfully operate in both high stress and high responsibility environments.

**Physical Requirements:**

This position can be physically demanding, requiring good health and physical condition to adequately perform job duties. Employee uses appropriate Personal Protection Equipment (PPE). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

* Employee is frequently required to talk, listen, sit, stand, and walk.
* Employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl.
* Employee may be required to lift and/or move up to 50 pounds and occasionally lift and/or move heavy loads.

**Pre-employment Requirements:**

* Completion and passing of pre-employment drug screening.
* Completion and passing of background investigation.

**How to Apply:**

* Submit your application, resume, and cover letter by emailing to [info@centralcoos.com](mailto:info@centralcoos.com), mailing to 62866 Millington Frontage Rd Coos Bay, OR 97420 attention Chief Samantha Mason, or in-person at Station 1 on Millington Frontage Rd.
* You must clearly show that you meet the minimum qualifications and preferred skills in your resume and cover letter to be considered for this position. Please submit your resume in either MS Word or PDF format if emailing application materials.
* Failure to attach a resume or cover letter describing the minimum qualifications and preferred skills will result in disqualification of your application.

**Benefits of Joining Our Team:**

* Work/life balance.
* Paid vacation and sick leave.
* Medical, vision, dental, and life insurance.
* Retirement programs through the Public Employees Retirement System (PERS).
* Opportunities to expand your technical and professional skills.
* Meaningful work with others who are passionate about public service.