



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: Deputy Fire Marshal
Fire Department

Duties include but are not limited to:

To make the City of Redmond and Deschutes County Fire District #1 a safe and desirable place to live through developing, implementing and maintaining fire and life safety prevention programs, performing technical fire prevention inspection and enforcement tasks to insure compliance with applicable codes and provide code assistance in a customer service oriented manner. Job description attached.

SALARY RANGE:

This is a full time position represented by the City of Redmond Firefighters Association, IAFF Local 3650. Grade 14: \$3,830 - \$4,655 per month. Excellent City benefit package when eligible.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED equivalent, Associates Degree in Fire Science or demonstrated proficiency **and** two years of Fire Prevention experience, and four years in the fire service in a comparable or greater sized agency, which includes, code enforcement, public education and fire investigation. Formal education or training in modern techniques and practices in fire protection and fire and life safety. Formal education or training as teacher may be substituted on a year for year basis for required experience. Possession of, or ability to obtain, State recognized ICC Fire Code certification I and II within 6 months of hire. Possession of, or ability to obtain, State recognized ICC Fire Plans Examiner within 1 year of hire. Possession of, or required to obtain, a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record. Possess and maintain a current first aid certificate. Obtain and maintain a Fire Code certification approved by the Oregon State Fire Marshal.

FINAL CANDIDATE SELECTED FOR POSITION WILL BE REQUIRED TO PASS A DRUG SCREENING AND A THOROUGH DMV CRIMINAL HISTORY INVESTIGATION.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756

Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Friday, February 2, 2007**. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Deputy Fire Marshal
DEPARTMENT: Fire
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 14
EMPLOYEE GROUP: Association / Represented

PURPOSE OF POSITION:

To make the City of Redmond and Deschutes County Fire District #1 a safe and desirable place to live through developing, implementing and maintaining fire and life safety prevention programs, performing technical fire prevention inspection and enforcement tasks to insure compliance with applicable codes and provide code assistance in a customer service oriented manner.

ESSENTIAL JOB FUNCTION:

Participate in coordinating the fire and life safety education activities and/or events; provide training/education on fire and life safety programs, fire and life safety codes, and inspection practices.

Participate in research, development, implementation, and maintenance of fire and life safety education programs.

Receives and investigates complaints regarding fire violations; recommends corrective actions and enforces compliance.

Conducts fire and life safety code compliance inspections in all occupancy types identified in the International Fire Code and Uniform Fire Codes.

Utilizes the International Fire Code, Uniform Fire Code, International Building Code, Uniform Building Code, and any other approved codes, standards or regulations to ensure the compliance of those codes, standards and regulations when conducting fire and life safety code compliance inspections.

Functions as a liaison between the general public and the fire department.

Meet with architects, engineers, contractors, and others involved in development and construction activities.

Provides code assistance to builders, contractors, developers, and businesses in a customer service oriented manner.

Participate in the coordination of the Juvenile Firesetter Intervention Program.

Works with various agencies and school personnel in the promotion and development of fire and life safety programs.

Assists with fire investigations; determine the origin, cause, and loss value of fire incidents; collect evidence and participate in prosecution activities as required.

Assume duties of Public Information Officer at emergency incidents under the Incident Command System; act as liaison with the news media; perform public relations activities such as coordinating press conferences, preparing news releases, and preparing audio visual materials.

Seek alternative funding sources, e.g., grants, public/private partnerships, etc.

Make comprehensive, technical plan checks of proposed projects to determine fire safety conditions and needs; conduct field inspections of construction projects as necessary.

Maintain records of all fire code inspections and reinspections, investigations, appeal activities and any other related fields.

Develop and maintain a variety of records and reports.

Serve as an expert witness testifying in court cases involving fire and code violations.

Maintain a variety of records, files, and maps related to fire prevention, safety activities and programs.

Enter a variety of information into a computer terminal.

Ensure various equipment used in performing duties is properly maintained.

Assist in training new employees.

Assist on special projects as assigned.

Perform related duties, as assigned

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Graduation from high school or GED equivalent, Associates Degree in Fire Science or demonstrated proficiency **and** two years of Fire Prevention experience, and four years in the fire service in a comparable or greater sized agency, which includes, code enforcement, public education and fire investigation.

Formal education or training in modern techniques and practices in fire protection and fire and life safety. Formal education or training as teacher may be substituted on a year for year basis for required experience.

Possession of, or ability to obtain, State recognized ICC Fire Code certification I and II within 6 months of hire.

Possession of, or ability to obtain, State recognized ICC Fire Plans Examiner within 1 year of hire.

Possession of, or required to obtain, a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

Possess and maintain a current first aid certificate.

Obtain and maintain a Fire Code certification approved by the Oregon State Fire Marshal.

Desirable Requirements:

Certification in Hazardous Materials Operations (or like certification)

Familiarization with Part 139 commercial airport operations

Completion of Oregon State Incident Command course(s) or equivalent

NFPA Fire Investigator

NFPA Fire Inspector I and II

NFPA Instructor I and II

SUPERVISION RECEIVED:

Work is performed under the general guidance and direction of the Fire Marshal who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

PHYSICAL DEMANDS:

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 functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb and balance; stoop, kneel, crouch, or crawl; and taste and smell. Hand-eye coordination is necessary to operate drawing instruments, computers and various pieces of office equipment.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine, postage machine; motorized vehicles and technical emergency response equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works in outside weather conditions and in small or confined spaces as required in the review of facilities. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Tim Moor
Interim Fire Chief

January 1, 2007
Date

Sharon Harris
Human Resources Director

Adopted: July 1, 2004
Revised: January 1, 2007