

City of Portland

CLASS SPECIFICATION

FIRE MARSHAL

[**CLASS CODE**]

[**ESTABLISHED DATE**]

CLASSIFICATION SUMMARY

Reports to the Fire Chief. Under general policy direction, plans, organizes, directs, and evaluates the activities and personnel of the Fire Prevention Division within the Portland Fire and Rescue bureau (PF&R), including fire inspection, code enforcement, fire and arson investigation, public education, special hazards.

Responsibilities include: assisting the Fire Chief with establishing the strategic direction, mission, and operations of PF&R; planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; directing personnel and operations; potentially acting as the Fire Chief in their absence. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Fire Marshal is a single-incumbent classification in PF&R.

Fire Marshal is distinguished from Fire Division Chief in that the former is assigned to the Prevention Division, and the latter is assigned to either the Training Division, Emergency Operations Division, or Emergency Medical Services Division.

Fire Marshal is distinguished from Deputy Fire Chief in that the former provides broad strategic and operational support to the Fire Chief, has a role in policy development and implementation, is responsible for the overall effective management and operations of the Fire Prevention Division, and may act as the Fire Chief in their absence.

Fire Marshal is distinguished from the Fire Chief in that the latter is responsible for the leading the entire PF&R bureau, whereas the former is responsible for the Fire Prevention Division.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Work closely with the Fire Chief in setting and executing the vision, mission, and objectives for the Bureau; develop strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
2. Represent the City and Bureau to the public, elected officials, other agencies, other Bureaus/Offices, other jurisdictions, committees, community groups, educational institutions, and organizations; make presentations; chair and participate in meetings and committees; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; develop and maintain external relationships; respond to sensitive citizen and media questions, feedback, and requests for information.

3. Assist with preparing strategic and tactical work plans; develop and execute special projects impacting Bureau operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and Bureau plans, budgets, and policies; perform complex, specialized financial, revenue, budgetary, and/or management studies and analyses.
4. Plan, organize, direct, control, and evaluate the work of the Fire Prevention Division; manage programs in major functional areas such as investigations, public education, code enforcement, inspections, plans review, Title III, and harbor program; develop fire prevention strategies to address specific problem areas identified by analysis and loss trends.
5. Ensure satisfactory customer service; develop, implement, manage, and evaluate customer service programs, policies, guidelines, procedures, and practices.
6. Supervise, participate in, and approve the development and administration of the Bureau budget; forecast resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues and expenditures; and implement mid-year or other adjustments.
7. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
8. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact to the Fire Prevention Division; ensure compliance.
9. Prepare City Code and ordinance changes related to fire prevention; conduct administrative appeal actions to consider variances from strict code application.
10. Negotiate for PF&R in the development of labor agreements, intergovernmental agreements, and other contractual relationships.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general policy direction established by the Fire Chief.

Directly supervises a minimum of four (4) employees, including a Deputy Fire Chief or equivalent position. Indirectly supervises staff assigned to subordinate Deputy Fire Chiefs.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Advanced knowledge of principles and practices of leadership, strategic planning, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the Bureau.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of modern methods, techniques, and theories used in fire suppression, prevention, and rescue and emergency medical services.
4. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Ability to manage functions and operations including personnel management, and budget administration; apply program practices to diverse and complex fire services.
6. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.

8. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
9. Ability to manage a diverse staff of technical, professional, uniformed, and non-uniformed fire service personnel.
10. Ability to utilize City-specific technology and general office software.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in fire science, business administration, public administration, or a related field;

AND

Experience: Four (4) years of increasingly responsible fire management experience, at the level of Fire Battalion Chief or its equivalent, including three (3) years of leadership experience in a complex and diverse fire service organization.

Special Requirements and/or Qualifications:

A valid state driver's license.

Hazardous Material Technician certification.

International Fire Code Certification.

Emergency Medical Technician certification.

Preferred Qualifications:

Advanced degree or professional certification in a field related to fire science and fire management for certain positions.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: