

**GENERAL DESCRIPTION OF CLASS**

The DEPUTY STATE FIRE MARSHAL (ENTRY) administers State and Federal fire regulations within an assigned geographic area following established training guidelines; surveys State buildings, institutions, and health care facilities to assure compliance with established fire safety standards; investigates fires and all fire fatalities to determine cause and report findings; and provides guidance to local fire and building officials on fire and life safety topics.

**DISTINGUISHING FEATURES**

This is the first level of a two-level series. The Deputy State Fire Marshal (Entry) will be used as an underfill class for existing Deputy State Fire Marshal positions. This class is distinguished from the higher levels by the guidance and training received from a Supervising Deputy State Fire Marshal or Deputy State Fire Marshal, who is fully proficient in all aspects of fire safety field work. Employees in this class receive guidance in conducting fire safety surveys and investigations. Employees receive training and information concerning fire codes, regulations, and laws. The training period is determined by the agency and assignments will increase in difficulty, based on the employee's background and level of proficiency as assignments increase in difficulty.

**DUTIES AND RESPONSIBILITIES**

- 1.**Code Enforcement.** Typical tasks: under guidance of a higher level employee, plans, schedules, and conducts surveys of buildings and facilities to determine compliance with fire codes and regulations, and with State and Federal requirements for health care facilities; develops written report of survey, which includes reference to relevant codes or statutory requirements to present to building owners; meets with building owners to discuss report and to develop plan of correction; follows up to ensure compliance with needed corrections; maintains file of information on buildings and facilities within area of assignment; prepares report for legal action through district attorney or for State or Federal decertification if compliance is not gained.
- 2.**Investigation.** Typical tasks: under the guidance of a higher level employee, investigates fire by personally interviewing fire officials and witnesses at scene and examining the physical debris of a fire, including entering and examining burnt buildings and facilities; draws diagrams and takes photographs of fire scene, including the location of victims, noting any unusual circumstances; secures evidence and maintains appropriate safeguards to preserve legal chain of evidence and/or submits evidence for analysis; determines cause of fire and prepares written report; maintains file of reports and evidence; reports to law enforcement agencies if cause of fire is arson; provides expert testimony at civil or criminal legal proceedings.
- 3.**Technical Assistance.** Typical tasks: under guidance of a higher level employee interprets and explains fire and life safety codes and regulations to the public, local fire and building officials, architects and contractors; discusses policies, guidelines, and reporting requirements with local fire officials for all programs of the Office of State Fire Marshal, including hazardous materials, fire and life safety training, and Medicaid and Medicare facility requirements.
- 4.**Miscellaneous.** Typical tasks: represents the State Fire Marshal at meetings and conferences with

professional organizations, and city and rural groups concerned with fire protection; provides counseling in the solution of local fire problems; conducts special surveys and investigations for local and Federal agencies on fire related matters, when requested; provides guidance for the formation of new rural fire protection districts; serves on various committees as assigned; and participates in public education programs regarding fire and life safety.

The Deputy State Fire Marshal (Entry) makes recommendations that may impact the safety of large numbers of people in the event of a fire emergency. Employees in this class also make initial decisions regarding the cause of fires, that may result in the arrest, prosecution, and conviction of arsonists. Employees in this class make initial recommendation as to facility licensure and certification.

### **RELATIONSHIPS WITH OTHERS**

Employees in this class have regular in-person, telephone, and/or written contact with facility administrators and staff, local fire marshals, the public, and patients and/or inmates of facilities to conduct fire investigations, gather information and report findings; to schedule and conduct fire safety surveys, to explain findings and assure compliance with fire safety codes and regulations. Employees in this class have occasional in person, telephone and/or written contact with building officials, to provide guidance on fire and life safety code interpretations; with attorneys and legal representatives to explain fire investigation information, including testimony in civil and criminal proceedings. Employees in this class have occasional contact with medical examiners to ascertain results of autopsies on fire victims, with Health Division and Senior Services Division personnel to coordinate surveys, Federal training personnel for instruction and guidance, and with the media to provide information on fire investigations and public safety.

### **SUPERVISION RECEIVED**

Employees in this class receive close supervision throughout the underfill training period from the Supervising Deputy Fire Marshal, program managers, and others assigned to assist with training. Work is reviewed daily by the Supervising Deputy Fire Marshal or program manager, and all decisions and actions are reviewed for accuracy, conformity to codes and regulations, and completeness.

The Deputy State Fire Marshal (Entry) must become familiar with Federal and State laws that authorize certification of health care facilities; Federal regulations and guidelines pertaining to the Medicare/Medicaid program; Oregon State Laws and rules relating to fire protection; the Uniform Fire Code and portions of the Building Codes, Mechanical Codes, and Life Safety Codes; the National Fire Protection Association codes as they relate to fire safety; Executive Department Procedures and Rules; and agency standard operating procedures.

### **GENERAL INFORMATION**

Positions in this class require the willingness to respond to emergency situations on a 24-hour basis. They regularly enter areas which require special protective clothing. They require the willingness to be exposed to explosives, combustibles, and flammable liquids. They require the willingness to climb ladders to unusual heights in interior shafts and on the exterior of buildings and structures, such as access ladders to attics and equipment spaces and to the top of grain silos. They require the willingness to work in confined spaces, such as under-floor crawl spaces and small equipment rooms. They require the willingness to interact with hostile and angry people while enforcing various fire regulations; and may be in life-threatening situations as a lone investigator when an arsonist has not yet been apprehended.

Fire cause determinations require the willingness to be exposed to toxic materials, smoldering debris, and dangerously weakened structures. During the course of fire fatality investigations, positions may require the willingness to encounter severely burned human bodies and body parts.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

General knowledge of fire behavior.

General knowledge of firefighting strategy and tactics.

Basic knowledge of fire science principles and fundamentals.

Basic knowledge of the theory, principles and practices of fire prevention.

Basic knowledge of fire safety codes and regulations.

Basic knowledge of the procedures required to perform a fire safety enforcement survey.

Basic knowledge of building construction components with regard to their fire related purposes.

Basic knowledge of fire hazards associated with the storage, handling, and use of various hazardous materials.

Basic knowledge of fire and arson laws and regulations.

Ability to learn and apply specific agency procedures, policies, laws and regulations, and understand how they interrelate and affect assigned work.

Ability to recognize non-compliance and procedural irregularities.

Ability to communicate orally and in writing with a variety of people answering questions and explaining information or decisions.

Ability to collect information and prepare investigative or narrative reports, including diagrams or sketches.

Ability to use tact and diplomacy with others to gain cooperation.

Ability to testify in administrative hearings or court proceedings.

Ability to learn, select, and apply basic theories, principles, and practices of fire prevention to the specific type of occupancy being surveyed.

Ability to evaluate the proper installation and testing of various types of fire detection and protection systems and equipment.

Ability to interview witnesses, firefighters, and other persons involved with a fire incident to gain information and evidence relevant to determine fire cause.

Ability to recognize, preserve and evaluate evidence.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for all positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.