



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**4/21/2025**

**This position is:**

- ☐ Classified  
☐ Unclassified  
☐ Executive Service  
☒ Mgmt. Svc – Supervisory  
☐ Mgmt. Svc – Managerial  
☐ Mgmt. Svc - Confidential

**Agency:** Oregon State Fire Marshal

**Division:** Fire & Life Safety Division

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

|  |   |                           |  |
|--|---|---------------------------|--|
| a. Classification Title:   | Supervising Deputy State Fire Marshal   | b. Classification No:     | 5562   |
| c. Working Title:  | Supervisor Deputy State Fire Marshal  | d. PPDB No/WD ID:         | 3100960/<br>000000158547   |
| e. Section Title:  | Field Operations Unit – Eastern Region  | f. Agency No:             | 26000  |
| g. Employee Name:  | Vacant  | h. Budget Auth No:        | 1412380  |
| i. Supervisor Name:  | Chad Hawkins  | j. Repr. Code:            | MMS  |
| k. Work Location (City – County):  | Bend – Deschutes  |                           |  |
| l. Position:   |   |                           |  |
| <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year |   |                           |  |
| <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share                   |   |                           |  |
| m. FLSA:   | <input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Non-Exempt | If Exempt:                | <input checked="" type="checkbox"/> Executive/Supervisory<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Professional<br><input type="checkbox"/> Computer |
|  |   | n. Eligible for Overtime: | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No   |

**SECTION 2. PROGRAM AND POSITION INFORMATION**

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

The mission of the Oregon State Fire Marshal (OSFM) is to protect people, property, and the environment from fire and hazardous materials. To achieve our mission, OSFM employees serve the more than 4 million people living in Oregon through prevention education, preparedness, life safety codes and regulations, and emergency response functions. The department also provides expertise, technical assistance, model programs, and materials to local, state, private, and public groups to collaboratively reduce fire losses. The OSFM has a connection with the Oregon fire service through existing Oregon statutes where the fire service receives various authorities through the State Fire Marshal. Additionally, the work we do ensures that OSFM is able to partner with more than 300 fire districts/departments and 13,000 firefighters to meet our mutual missions and priorities of protecting Oregon.

At the Oregon State Fire Marshal, we actively support a workforce representative of the communities we serve. We embrace diversity, practice inclusive excellence, and strive for equity and belonging to maintain a workplace where everyone is treated with respect and dignity. We value all lived experiences and

welcome members of historically underrepresented racial/ethnic groups, LGBTQIA2S+, women, individuals with disabilities, veterans, and others.

The Fire & Life Safety Division is mandated by law to perform duties to enhance fire and life safety for the people of Oregon. The Division directs and coordinates fire investigations, fire and life safety inspections, institutional occupancy fire prevention, new construction or remodel plans review and Federal Medicare/Medicaid certification surveys for compliance with fire and life safety standards for federal funding of health care facilities. Develops State Fire Code adoption process and maintenance; analyzing and recommending Oregon adoption of and modifications to the Wildland-Urban Interface Code (WUIC), International Fire Code (IFC), and the Oregon Structural Specialty Code(OSSC), One- and two-family dwelling, and mechanical codes; and code enforcement and consultation functions concerning the adequate egress from all public buildings to assure the protection of all places where large numbers of persons work, live or congregate. In addition, the division also assists with Oregon communities and the fire service to improve structural resiliency to wildfire, enhance defensible space surrounding structures, ensure adequate access and egress in the event of wildfire events and improve structural fire prevention efforts. The Division also leads the agency’s exempt jurisdictions program, developing and ensuring compliance with exemption rules and managing the program’s administrative functions.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

Directly supervise five (5) or more Deputy State Fire Marshals; participate in the unit’s and the agency’s program analysis and reviews, evaluate and recommend program regulations and operating policies. Oversee, coordinate and provide fire and life safety code interpretation and enforcement, fire cause investigation, and fire prevention education services in an assigned region.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

| % of Time  | N/R/NC | E/NE | DUTIES   |
|--|--------|------|--|
| <b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”. |        |      |  |
| 50%  | NC     | E    | <div>Supervises the fire and life safety services program activities in assigned supervisory unit under the direction of the Assistant Chief Deputy, Division Manager:</div> <ul style="list-style-type: none"> <li>Directly supervises five or more Deputy State Fire Marshals through regular telephone contact and in-person meetings. Directs work schedules and establishes priorities. Assists the Assistant Chief Deputy in establishing division business plans, strategic goals and policies and procedures. Implements the division’s goals, policies and procedures and ensures adherence to established goals, policies and procedures.</li> <li>Works with the fire service, agency partners and regulated community to address any issues and work to resolve any conflicts with branch operations.</li> <li>Prepares deputy personnel evaluations, assesses training and development needs, coordinates training, and works with deputies to determine the best ways to meet both the unit’s and deputy’s needs for professional development.</li> <li>Instructs and counsels field deputies regarding performance, and under the direction of the Assistant Chief Deputy (Division Manager), may determine the need for and implement discipline when appropriate</li> </ul> |

|     |    |   |   |
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|     |    |   | <p>under the direction of the Assistant Chief Deputy. Develop, mentor, and coach others in developing and monitoring district business plans.</p> <ul style="list-style-type: none"> <li>▪ Provides supervision to deputy state fire marshals during fire investigation. Works deputies and the fire service to determine fire investigation needs and mobilize personnel.</li> <li>▪ Provides accurate testimony and qualifies results, conclusions and opinions appropriately so their significance is understood. Must be able to provide sworn credible testimony in a criminal or civil proceeding arising from the performance of duties.</li> </ul>  |
| 15% | NC | E | <p><b>Fire and Life Safety Code Development, Application, Interpretation and Enforcement:</b></p> <ul style="list-style-type: none"> <li>▪ Enforces state adopted and nationally recognized fire and life safety laws, codes, standards, and regulations in existing buildings by conducting inspections to review and evaluate operations and processes, building construction, and fire protection features. Meet with responsible parties and review situations; informs and educate regarding hazards and necessary corrective actions. Identify corrections and develop plan of correction; consider and apply alternative methods and materials to meet the intent of the code.</li> <li>▪ Communicates decisions orally and in writing regarding interpretation, technical assistance and application of pertinent codes to private industry and local, state, federal authorities. Issues notice and order of correction and documents actions. Conducts follow-up inspections as required. Reviews building plans for conformance to adopted code requirements. Recommends construction and fire protection system changes and other fire and life safety features to assist building officials in approving plans for construction and remodeling of commercial occupancies. For construction and remodeling of residential care and health care facilities, coordinates recommendations with the state's Health Services Facilities Planning and Safety Section and applicable federal agencies.</li> <li>▪ Reviews local fire and life safety code compliance program operations with local fire officials to assess community needs and adherence to fire prevention service and protection standards. Provides recommendations, information, guidance and expertise to help local fire department staff meet their communities' needs. Assists Code and Technical Services unit to complete special research assignments and code development projects.</li> <li>▪ Provides technical expertise, consults and problem solves technical code issues for Oregon's Fire Service in assigned region. Evaluates and responds to appeals from the regulated community regarding unit staff code enforcement actions.</li> </ul> |
| 10% | NC | E | <p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>▪ Represents the OSFM leadership at fire defense board meetings, Oregon Fire Marshal's Association meetings and before other professional groups; gives reports on OSFM program policies, resources and activities. Occasionally represents the agency before the media; provides factual information regarding fire incidents, agency programs, or fire prevention issues.</li> <li>▪ Makes presentations to community and professional organizations regarding division activities and related topics. Represents the agency</li> </ul>   |

|     |   |   |   |
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|     |   |   | at meetings and conferences of professional organizations on a regional and state level.  |
| 10% | R | E | <b>Leadership Team</b> <ul style="list-style-type: none"> <li>▪ Member of OSFM management team. Ensures program compliance with established policies, objectives, program priorities, and applicable laws, rules, and regulations. Evaluates OSFM program regulations and operating policies. Prepares and presents policy and guideline recommendations. Assists the division manager with budget preparations.</li> <li>▪ May analyze and monitor pertinent bills during legislative session, may prepare and present testimony for legislative hearings.</li> <li>▪ Responsible to understand the agencies' affirmative action goals and objectives and to develop and implement plans to meet them.</li> </ul>  |
| 10% | R | E | <b>Fire Cause and Origin Investigation</b> <ul style="list-style-type: none"> <li>▪ Leads or participates in multi-agency fire investigation teams. Uses in-depth technical knowledge, tools, and advanced fire cause and origin methodology and techniques to investigate and determine the cause and origin of fires and explosions. Directs and guides local fire officials in the cause and origin of fires; provide technical assistance to ensure accurate cause and origin determination; provides direction and assistance in the use of the Oregon incident reporting system. Provides relevant information to and coordinates activities with law enforcement agencies and district attorneys when a fire is incendiary in origin. Writes and submits fire investigation reports. Provide sworn credible testimony in a criminal or civil proceeding arising from the performance of duties. Documents evidence of product failure and reports to appropriate agency, such as Consumer Product Safety Commission.</li> <li>▪ Reviews fire investigation reports/documentation that includes, but is not limited to origin and cause, fire scene diagrams, photo logs, witness statements, permission to enter, administrative warrants, evidence collection, fire observer reports, insurance information and arson.</li> <li>▪ Provides relevant information to and coordinates activities with law enforcement agencies, district attorneys and DSFMs when a fire is suspicious or incendiary in origin.</li> </ul> |
| 5%  | R | E | <b>Emergency Operations and Other Duties</b> <ul style="list-style-type: none"> <li>▪ Will be utilized during emergencies to provide assistance as assigned by a manager; such assistance may include aiding the emergency effort in the field or in the Agency Operations Center, as well as backfilling a position that is being used in direct support to the emergency.</li> <li>▪ Act as an agency representative of OSFM with local fire chiefs/Incident Commanders (IC) before, during and after a conflagration request. Provide technical and administrative advice and counsel to the Fire Defense Board Chief(s) in supervisory region for planning the implementation of the Oregon Fire Service Mobilization Plan.</li> <li>▪ Serves as the agency duty officer on a rotational basis. Required to be the POC for requests for assistance or notification from the Oregon Emergency Response System. Requests come from other state response agencies and fire service.</li> </ul>   |

|      |  |  |   |
|------|--|--|---|
|      |  |  | ▪ Assist other staff and programs in the overall mission of the OSFM. |
| 100% |  |  |   |

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

- Requires a valid driver's license with an acceptable driving record.
- The expectation for this position is that the employee will be able to maintain a 45-minute or less response time to the border of their district.
- Remote work options may be available, determined by the business needs of the agency.
- Frequent long-distance travel, often with overnight stays away from duty station. May be called out before and after work shifts and on weekends for fire code compliance, fire investigations, mobilizations and conflagrations.
- Required to work various hours including holidays, nights, weekends, and long hours on short notice. Assignments to emergency incidents may require employee to be away from duty station.
- Occasionally required to work under adverse conditions such as noise, smoke, heat, etc.
- May travel and work under adverse weather conditions such as rain, snow, and extreme cold and heat for extended periods of time.
- Has telephone and personal contact with hostile and angry people. May be exposed to persons with contagious diseases and chronic illnesses and some who are physically aggressive.
- Encounters remains of fire fatalities; interacts with emotionally distressed people in determining cause and origin of fires. Determining the cause of fires requires lifting, shoveling, climbing ladders, and using hand tools and power tools both inside and outside structures.
- Conducts fire investigations and building inspections under potentially life-threatening conditions and within structures weakened from fire, explosion, and earthquake; exposure to hazardous environments; periods of inclement weather; and dealing with criminal elements.
- May enter areas where toxic chemicals and explosive are stored or used that present an unusual hazard to health and safety.
- Conducting inspections requires extended walking on hard, smooth and rough, uneven surfaces; climbing ladders and stairs; entering attics and other small spaces.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

- Oregon State Fire Marshal operating policies and procedures
- Oregon State laws and rules pertaining to fire protection and prevention
- ORS 164.305-164.365, 443.705-443.825, 476.005-476.990, 479.001-479.300, 480.010-480.460.
- OAR Chapters 437, 837
- Oregon Fire Code, Building Codes, Mechanical Code, Electrical Code, and other code Standards.
- National Fire Protection Association (NFPA) codes
- International Fire Code (IFC)
- International Wildland Urban Interface Code (IWUIC)
- 42 CFR, Parts 416, 418, 482, 483, and 488.

**b. How are these guidelines used?**

They are used for ensuring fire safety in existing buildings, in the wildland urban interface, ensuring compliance with the fire and life safety codes, conducting fire investigations, and providing technical

assistance, fire prevention information, and other job-related direction to other agencies and the general public.

## SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

| Who Contacted  | How                  | Purpose   | How Often? |
|--|----------------------|---|------------|
| <b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter". |                      |   |            |
| Other federal, state, local agencies and organizations   | Phone/Person/Writing | Technical assistance, code interpretation, investigations, guidance | Daily      |
| General Public   | Phone/Person/Writing | Technical assistance, code interpretation, investigations, guidance | Daily      |
| Businesses/facilities  | Phone/Person/Writing | Codes/Inspections/Investigations                                    | Weekly     |
| Other agency staff   | Phone/Person/Writing | Technical assistance, code interpretation, investigations, guidance | Daily      |

## SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decides the degree of fire and life safety code enforcement necessary, which may result in substantial financial impact on the affected party and may include court action. Assesses and provides fire prevention and fire investigation assistance and training needs of local/state agencies; services provided effect community fire protection levels. Evaluates and acts upon code enforcement and fire investigation priorities, which affects fire protection levels and completeness of fire cause data. Judges when a fire-related crime has been committed and provides reliable information to police agencies and district attorneys to assist in arrest and prosecution. Independently makes decisions to grant state licensing to a variety of care occupancies; denial of licensing and certification results in substantial financial impact, up to and including closure of facilities.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title   | Position Number | How                          | How Often                 | Purpose of Review  |
|--|-----------------|------------------------------|---------------------------|--|
| <b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter". |                 |                              |                           |  |
| Fire Protection & Community Risk Manager 3   | 0004426         | In-person/by phone/via email | Weekly/Quarterly/Annually | Review to ensure program effectiveness<br>Performance Evaluation |

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 5 or more  
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Plan work    | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges  |

- ☒ Approves work
- ☒ Responds to grievances
- ☒ Disciplines and rewards

- ☒ Recommends hiring
- ☒ Gives input for performance evaluations
- ☒ Prepares & signs performance evaluations

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with other state agencies, and community partners as well as division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

### Desired Attributes

- 10 years' experience as a career firefighter.
- 3 years or more of supervisory experience as a fire command officer (typically a Captain/Lieutenant or above).
- Demonstrated ability to assign work to staff and determine a work schedule to address those needs.
- Demonstrated ability to independently interpret and apply fire codes and fire laws to local jurisdictions and the community.
- Demonstrated experience and ability to independently validate fire cause and origin determinations and ensure the integrity and legal significance of fire evidence.
- Demonstrated high level, public speaking communication abilities in various complex environments.
- Demonstrated ability in project management and budget implementation.
- Demonstrated ability to successfully navigate conflict resolution scenarios.

### Certifications required within six (6) months from the date of hire:

- ICC Fire Code Inspector II Certification
- ICC Fire Plans Examiner Certification
- DPSST NFPA Fire Inspector II Certification
- OSFM Competency Recognition Oregon Fire Marshal: Plans Review Endorsement

### Certifications required within twelve (12) months from the date of hire:

- DPSST NFPA Fire Instructor I Certification
- DPSST NFPA Fire Investigator Certification

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

| Operating Area   | Biennial Amount (\$00000.00) | Fund Type |
|--|------------------------------|-----------|
| <b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter". |                              |           |
|  |                              |           |
|  |                              |           |
|  |                              |           |

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|  |  |  |

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Appointing Authority Signature

\_\_\_\_\_

Date