



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
January 2026

This position is:

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

Agency: Oregon State Fire Marshal

Division: Fire and Life Safety

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Deputy State Fire Marshal
b. Classification No: C5561
c. Working Title: Deputy State Fire Marshal
d. PPDB No/WD ID: 4001011/000000158519
e. Section Title: Technical Services Unit
f. Agency No: 26000
g. Employee Name:
h. Budget Auth No: 1412432
i. Supervisor Name: Sean Condon, Supervising DSFM
j. Repr. Code: AF
k. Work Location (City – County): Salem – Marion

l. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year Job Share
m. FLSA: Exempt Non-Exempt
If Exempt: Executive/Supervisory Administrative Professional Computer
n. Eligible for Overtime: Yes 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 and Life Safety Division carries out the agency's mission by maintaining programs and providing technical support and guidance to assist with fire prevention and enhance overall fire and life safety for the public in all occupancy types. The division directs and coordinates fire investigations, fire and life safety inspections, institutional occupancy fire prevention and Federal Medicare Medicaid certification surveys and 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 International Wildland Urban Interface Code (IWUIC), International Fire Code, and the Oregon Structural Specialty, code. One- and two-family dwelling, and mechanical codes; and code enforcement and consultation functions concerning the adequate egress from all public buildings to ensure the protection of all places where large numbers of people 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:

The purpose of the Deputy State Fire Marshal (DSFM) Codes position is to assist with the development of the OSFMs Fire and Life Safety Codes program. The position is responsible for ensuring compliance with state fire protection statutes by reviewing, analyzing and recommending Oregon adoption of and modifications to the International Fire Code and the Oregon Structural Specialty Code, Oregon Residential Structural Code, and mechanical codes; by reviewing and interpreting the Oregon Fire Code and related fire codes and rules for the division, other state and local agencies, businesses and the public; and by ensuring conformance and uniformity among state and national fire prevention and protection statutes, rules, regulations and standards. These actions are necessary to ensure that Oregon’s citizens are protected from fire and other threats that could arise from the lack of improper interpretation of, or conflicts within applicable fire protection statutes, codes, rules and standards. This position serves as a primary staff member and technical consultant for codes inquiries, plans review for aboveground storage tank permits and hazardous substance installations. This position establishes and maintains liaison with related state agencies and fire service organizations. This position, at the request of their supervisor, also develops and evaluates special technical studies and projects for the Fire and Life Safety Division.

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
25%	NC	E	Review, analyze and recommend Oregon adoption of and modifications to the model fire code. (Note: The percentage of time spent on these duties may significantly increase during years where major code adoption takes place and months leading up to /during legislative sessions.)
			Develop code changes for submittal to the model fire code. Review and analyze code changes proposals for other parties and recommend official action. Research and prepare testimony for or against code changes that are submitted to the model code groups. Present testimony to state code groups and at adoption hearings to

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

			support the OSFM and Oregon Fire Service agenda. Represent the OSFM as a voting member at annual model code adoption meetings. Assists with the process of developing Oregon amendments to the model code and organize and coordinate the adoption of the Oregon Fire Code and organize and coordinate the adoption of the Oregon Fire Code, which is the minimum fire code for the state as an Oregon Administrative Rule. Identify and solicit input from stakeholders to develop rule and participates with the Oregon Fire Code Committee. Assists in code adoption hearings, file rule adoptions. Maintain effective communication and cooperative working relationships with Oregon fire service partners, and with fire and life safety code and rule development and adoption agencies, organizations and associations.
25%	NC	E	Participate in OSFM's technical consultation program.
			As the primary technical consultant to OSFM staff, share technical expertise with other OSFM partners, including local building, planning and fire officials, as well as (secondary) architects, builders and contractors following established FLSD SOGs. Research and provide staff, fire service partners and customers with consistent and technically accurate technical advice on special processes, equipment and subjects for construction plans reviews and local code enforcement activities. Serve as an agency plans reviewer for flammable/combustible liquid storage and for facilities involving flammable, combustible, explosive and other hazardous materials, special processes, special equipment and special occupancies. Compare plans to OSFM regulations and national standards and recommend changes to ensure compliance with state fire and life safety codes and state and notional fire and life safety regulations and standards, and issue permits on aboveground flammable/combustible liquid tanks over 1,000-gallon capacity and LPG tanks over 2,000-gallon capacity.
15%	NC	E	Research and develop written and oral interpretation and consultation of state laws, rules and codes and affect special occupancy articles of the Oregon Fire Code.
			Provide verbal and written code interpretations and regulatory information primarily to division staff and the fire service and secondarily to the public, businesses, legal counsel, building officials, and design professionals. Maintain effective communication and cooperative working relationships with the Oregon fire service and with model code groups for uniformity and accuracy of code interpretations and information. Research and recommend proposed agency direction regarding code standards and interpretations to the Fire & Life Safety Division Branch Manager and state and local fire code enforcement officials. Participate in the OSFM Fire Code Committee for ensuring accurate and consistent statewide enforcement of codes and regulations.
15%	NC	E	Review, analyze and recommend agency action for fire and life safety related national and state fire and life safety codes and rules. Ensure conformance and uniformity among state and national fire prevention and protection statutes, rules, regulations and standards.
			Develop proposed code changes and review code change proposals for the model Building Codes and Mechanical Codes promulgated by the International Code Council, and the National Fire Protection Association codes and standards. Represent the OSFM at model code hearings and annual meetings. Advise OSFM leadership and state and local fire code enforcement officials of impacts. Review and analyze Oregon adoption of and modifications to the Oregon Structural Specialty Code, Oregon Residential Specialty Code, mechanical specialty codes; recommend agency proposals. Develop proposed code changes and review code change proposals. Represent the OSFM at code and rule adoption meetings. Review and analyze proposed state licensing agency fire safety rules for uniformity with state and local fire code enforcement officials of impacts; develop and recommend rule amendment proposals. Represent OSFM at rule adoption meetings. If requested by supervisor, attend and participate in Building Codes Division (BCD) Committees and meetings. Maintain effective communication and cooperative working relationships with the Oregon Building Officials Association, BCD, and other code and rule development and adoption agencies, organizations and associations.

10%	NC	NE	Develop, coordinate & evaluate special technical studies & pilot projects for the FLSD.
			Identify stakeholders, partners and resources for technical task forces and work groups; prepare meeting agendas; lead and facilitate meetings to identify core issues; develop short and long ter goals; problem solve regulatory and policy conflicts, develop action plans, interpret rules and regulations, and evaluate results and reach conclusions. Write and present reports; recommend policy decisions and follow-up action present findings and results.
5%	NC	E	Administrative and Other Duties:
			Enforce state adopted and nationally recognized fire and life safety laws, codes, standards and regulations in existing buildings. Conduct inspections to review operations and processes and building construction and fire protection features. Meet with responsible parties and review situation; inform and educate responsible parties on hazards and necessary corrective action. Identify corrections and develop correction plans; consider and apply alternative methods and means to meet code intent. Analyze and monitor pertinent bills during the legislative session. Research, write and present bill analysis and legislative testimony. Research and write articles for the Gated Wye (OSFM newsletter) and DSFM Take 5 articles.
			Assist other staff and programs in the overall mission of the OSFM.
5%	NC	E	Emergency Operations and Other Duties:
			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.
	NC	E	Ongoing Duties:
			Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all people courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with 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 criticism and suggestions in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.
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.

This job requires occasional day and overnight travel statewide and out-of-state. Average eight times per year. Receives calls from agitated people who have not received an answer from other local and state agencies and have been referred to this office. Responsibilities involve sensitive inter-organizational political relationships, sensitive state/local political relationships, and organizational relationships between the fire service and private and state organizational groups. 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.

Because of the agency's mission employees will be utilized during emergencies to provide assistance in a variety of ways. That assistance may be directly aiding the emergency effort in the field or in the Agency Operations Center. It also may be in providing backup to fill in for another position that is being used in direct aid to the emergency.

Requires a valid driver's license with an acceptable driving record.

Remote work options may be available, determined by the business needs of the agency.

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 Laws and rules pertaining to fire protection (ORS 164.305 – 164.365, 443.705 – 443.825, 476.005 – 476.990, 479.001 – 479.300, 480.010 – 480.460 and OAR Chapters 437 and 837).
- Oregon Fire, Building, Mechanical, and Electrical Codes and Standards.
- National Fire Protection Association and other nationally recognized codes and standards (NFPA 101 Life Safety Code; NFPA 99 Health Care Facilities; 42 CFR, Parts 416, 418, 482, 483, and 488).
- Oregon Department of Administrative Services policies, rules and procedures.
- State Fire Mobilization Plan, emergency response and training standards.
- Oregon State Fire Marshal operating guidelines, policies and procedures.

b. How are these guidelines used?

- Statutes and rules provide the framework for all other work functions.
- Codes and standards provide requirements for plans review and enforcement. Gaps in these provide a basis for code changes.
- Policies and procedures set parameters for the job and give a measuring device for determining effectiveness.
- The State Fire Service Mobilization Plan and related standards provide guidelines for ensuring effective emergency response.
- Guidelines are used for ensuring fire safety in existing buildings, ensuring compliance with the fire and life safety codes, 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?
Fire Agencies	Phone/Person/Writing	Code interp/policy/info exchange	Daily
Building Officials	Phone/Person/Writing	Code interp/policy/info exchange	Daily
City/State/County Govt.	Phone/Person/Writing	Code info/tech exchange/code interp/policy/assist	Daily
Architects/Builders	Phone/Person/Writing	Code interp/policy	Daily
General Public	Phone/Person/Writing	Code interp/info/policy	Daily
Division Staff	Phone/Person/Writing	Code interp/info/assist/guidance	Daily
Other State Agencies	Phone/Person/Writing	Info/assist/guidance	Weekly
Attorneys	Phone/Person/Writing	Code interp/police	As Needed
Special Interest Groups	Phone/Person/Writing	Info/assist/guidance	As Needed

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

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

Accurate interpretations of fire, building and mechanical codes, laws and rules are required to promote uniform enforcement of fire and life safety codes and laws to provide consistent direction to all fire-related agencies, the results impact construction costs and the safety of life and property. Identifies fire problems that can be addressed and corrected by code changes or new codes; the results reduce fires and fire losses. Determines that a jurisdiction's adoption of a fire code meets state requirements; decisions affect local control and statewide consistency in fire code regulations.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Supervisor Deputy State Fire Marshal	3100826/ 000000158570	In person, by phone, email	As needed Annually	Review/guidance Performance Appraisal

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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:

- Demonstrated ability to independently evaluate work requirements, establish priorities, and create efficient schedules to achieve objectives
- Proficient in interpreting and applying fire codes, defensible space codes, and fire-related laws to local jurisdictions and community settings.
- Skilled in interpreting and applying building codes and related laws for compliance within local jurisdictions and community environments.
- Strong public speaking and communication skills, with experience presenting in diverse and complex settings.
- Ability to analyze fire and life safety issues, including evaluating new concepts and proposed legislative bills.
- Proven capability to perform effectively in high-pressure, high-responsibility environments while maintaining accuracy and professionalism.
- Experienced in conflict resolution, achieving successful outcomes in challenging situations while upholding a professional demeanor.

- Certification as NFPA Fire Inspector II or equivalent.
- Certified Building Official or equivalent.

Must obtain the following certifications within six (6) months from date of hire:

- International Code Council (ICC) Fire Inspector I certification
- International Code Council (ICC) Fire Inspector II certification
- International Code Council (ICC) Fire Plans Examiner
- NFPA Fire Inspector I Certification or equivalent
- NFPA Fire Inspector II Certification or equivalent
- NFPA Fire Instructor I Certification or equivalent
- Oregon Competency Recognition certification – Oregon Fire Marshal level

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

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

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		