



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/15/2026

This position is:

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

Agency: Oregon State Fire Marshal

Division: Community Risk Reduction Branch

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Project Manager 3
b. Classification No: X0856
c. Working Title: Fire Adapted Oregon Project Manager
d. PPDB No/WD ID: N/A
e. Section Title: Community Risk Reduction Branch
f. Agency No: 26000
g. Employee Name: Vacant
h. Budget Auth No: N/A
i. Supervisor Name: Claire McGrew
j. Repr. Code: MMN
k. Work Location (City – County): Salem – Marion

l. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent 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 Oregon State Fire Marshal’s Fire Adapted Oregon program strengthens community wildfire resilience across Oregon and works across agencies to provide wildfire risk reduction solutions for Oregonians. Achieving a fire-adapted Oregon requires working collaboratively with a wide range of partners to develop strategies and the program uses science and data to design and disseminate defensible space and community resilience best practices.

The program is delivered through the work of the Community Wildfire Risk Reduction Unit, defensible space program and Community Risk Reduction Grants.

**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 position is responsible for supporting the Fire Adapted Oregon/Community Risk Reduction Program by providing project management for Community Risk Reduction Fund investments and program advancement including overarching program design for multi-division programs, technology planning and scoring and designing the work plans to design, communicate and implement prioritized strategic initiatives. The position will coordinate with three separate OSFM divisions, core local, state and federal agencies, non-profit organizations and the public connected to the work associated with the Community Risk Reduction Program with an emphasis in wildfire risk reduction. Projects will combine interests and missions of federal, state, or local agencies or various private or public communities of interest

The position will coordinate, oversee and manage disciplinary and interagency project teams according to project management methods, guidelines, and principles. They will evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures.

This position will prepare reports for executive leadership regarding project status as the project manager over multiple overarching projects ranging in complexity based on business and technical factors.

Projects within the Fire Adapted Oregon scope are highly complex and will require a high level of project management in terms of tracking progress, inter-personal conflict resolution and overall communication. Timelines for the interrelated projects will need constant attention and sub-task development within each project due to the scope and roll-out expectation. The position will identify and mitigate risks across multiple and diverse projects.

**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
45%			<p><b>Strategic Planning and Program Implementation:</b></p> <ul style="list-style-type: none"> <li>Design, Manage and lead Fire Adapted Oregon projects within the Community Risk Reduction Program. Projects may include grant management, statewide and local projects and strategic initiatives, ensuring alignment with agency goals and statewide priorities for community risk reduction.</li> </ul>

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

			<ul style="list-style-type: none"> <li>Assess project risks, develop community mitigation strategies, and ensure compliance with laws, rules, policies, and standards.</li> <li>Evaluate project outcomes, identify improvements, and recommend updates to CRR program practices.</li> </ul>
30%		E	<p><b>Collaboration with OSFM and Inter-agency Program Staff on Community Risk Reduction Strategic Initiatives:</b></p> <ul style="list-style-type: none"> <li>Collaborate to design, communicate and implement strategic investments from HB3940 initiatives.</li> <li>Translate the goals set by program management into actionable plans, overseeing the day-to-day activities of individual projects.</li> <li>Communicate daily with program management and project Subject matter experts.</li> <li>Collaborate with program staff to engage stakeholders, facilitate cross-divisional cooperation, and ensure compliance with relevant laws and regulations.</li> <li>Facilitate communication, collaborative problem-solving, and issue resolution across partners.</li> <li>Provide subject-matter input on community wildfire risk reduction to support integrated planning and project development.</li> </ul>
10%		E	<p><b>Coordinate with OSFM Public Affairs:</b></p> <p>Collaborate with the public affairs team to support communication strategies, public outreach, and dissemination of information about wildfire resilience initiatives and program opportunities to diverse audiences across the state</p>
10%		E	<p><b>Administration and Reporting:</b></p> <ul style="list-style-type: none"> <li>Prepare project reports and updates for executive leadership.</li> <li>Maintain project records and tracking tools.</li> <li>Report on progress, action items, and identified issues.</li> <li>Prepare detailed records of success achievements, expenditures, and lessons learned.</li> </ul>
5%		E	<p><b>Emergency Operations and Other Duties:</b></p> <p>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.</p> <p>Assist other staff and programs in the overall mission of the OSFM.</p>
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 or an alternate mode of transportation.

Work is performed in both office and field settings and requires regular coordination with agency leadership, partners, and community stakeholders. The position manages multiple projects with shifting priorities and deadlines, requiring frequent communication and problem-solving. Occasional travel may be necessary for meetings, site visits, and stakeholder engagement.

Hybrid 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.

Federal laws  
 Oregon Revised Statutes  
 Oregon Administrative Rules  
 Executive Orders  
 Oregon Fire Code  
 Oregon Defensible Space Code  
 National Fire Protection Association Codes and Standards  
 National Incident Management System guidelines  
 Oregon Fire Service Mobilization Plan  
 National Fire Protection Association guidelines  
 OSFM Standard Operating guidelines  
 OSFM policies and procedures  
 DAS policies and procedures.

### b. How are these guidelines used?

Provides broad guidance, policy direction, and an operational framework that the incumbent is responsible for interpreting and applying within assigned areas of responsibility. Ensures all work activities are performed in compliance with applicable rules, procedures, and standards; verifies that project deliverables meet established program specifications and performance requirements; and ensures adherence to relevant state and federal laws, regulations, and policies.

## 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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Director and Agency Executive Team	Virtual/In-Person/Written	Discuss, Develop and Implement plans and adjust based on recommendations. Consultation.	Weekly
CRR Branch ACD's	Virtual/In-Person/Written	Planning, problem resolution and coordination	Weekly
Fire Adapted Oregon Program Managers	Virtual/In Person/Written	Planning, problem resolution, coordination and scheduling of work	Daily, As needed
Agency Staff	Virtual/In Person/Written	Inquiry	As needed
Public/Industry	Virtual/In Person/Written	Inquiry	As needed

Federal/State/Local Government agencies	Virtual/In Person/Written	Inquiry	As needed
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## SECTION 7. POSITION RELATED DECISION MAKING

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

The position makes decisions that set project priorities, scopes, and timelines for multi-division Community Risk Reduction initiatives, directing how resources and efforts are aligned across the agency. It determines funding recommendations for CRR investments, shaping the capacity of communities and partners to carry out community wildfire-risk reduction work in the built environment. The role establishes project plans, schedules, and task structures that influence how efficiently complex, interrelated projects are coordinated and delivered. It identifies risks and selects community mitigation strategies that affect project continuity, compliance, and stakeholder confidence. The position interprets and applies policies, laws, and regulations to ensure all program activities remain compliant and consistent. It also resolves coordination and stakeholder issues that influence interagency relationships and project momentum.

Overall, the decisions made in this role directly affect program effectiveness, resource utilization, partner engagement, and the successful statewide implementation of wildfire risk reduction initiatives.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Chief Deputy (Fire Protection and Community Risk Administrator 1)	3100913/ 000000158342	In person, by phone and email	Weekly and Quarterly	Provide general direction and ensure alignment with Agency Programs, and performance evaluation.

*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:**

**Project & Program Management**

- Demonstrated capability in managing complex programs and projects, including budget oversight and resource planning.
- Strong focus on accuracy and effective time management for both individual tasks and team coordination.

**Analytical & Problem-Solving Skills**

- Proficient in analyzing processes, functions, and systems to identify opportunities for improvement.
- Skilled in gathering, synthesizing, and evaluating information to develop practical, actionable recommendations.

**Communication Skills**

- Strong verbal and written communication skills, with experience presenting information clearly to a range of audiences.
- Able to produce well-organized, clear, and concise narratives, reports, and documentation.

**Interpersonal & Customer Service Skills**

- Effective at building and maintaining positive relationships with internal and external stakeholders.
- Committed to delivering high-quality customer service and fostering collaborative engagement.

**Professionalism & Judgment**

- Performs well under pressure with a track record of showing initiative, sound decision-making, and professional judgment.

**Technical Skills**

- Strong technical knowledge and proficiency with Microsoft Office Suite, Teams, SharePoint, Adobe Acrobat, and SmartSheets.
- Ability to collaborate effectively with both business and technical staff and engage in active learning to adapt to new information.

**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".*

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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