

## DEFINITION

This is a part-time position which manages, directs, oversees and coordinates the operations and administration of the Community Risk and Fire Safety Division. Coordinates fire prevention and community education activities with other departments and outside agencies; interprets fire codes, conducts plan reviews, and ensures program compliance with all State and Federal code requirements. Conducts community risk assessments and develops programs to mitigate a broad range of risks. Works collaboratively with other stakeholders to coordinate and streamline delivery of risk reduction programs.

## SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Fire Chief. Supervises the Auxiliary Volunteer program. Coordinates the integration of engine company fire and life safety inspection program with the Deputy Chief of Operations.

## EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Manages, directs, organizes and evaluates all community risk reduction, fire inspection, plans review and fire code enforcement program activities. This includes planning, organizing, coordinating, directing and evaluating fire prevention inspections, regulatory activities, fire cause investigations, fire safety and accident prevention education and hazardous materials management.
2. May respond to emergency incidents and serve as incident commander, or other role as assigned by the incident commander. May serve as duty officer for the District as assigned by the Fire Chief.
3. Engage with a wide range of fire service and non-fire service entities to actively promote the concept of enhanced safety from fire, and to encourage collaboration and partnership working of shared ambitions.
4. Plan, develop, monitor and review a wide range of prevention and protection strategies to reduce the levels of risk from fire and other emergency incidents within the District.
5. Develops, implements and evaluates program goals and objectives. Develops, implements and reviews policies and procedures for community risk reduction services. Develops risk reduction operational protocols and procedures. Reviews Deschutes County, Jefferson County, and City of Sisters ordinances and administrative rules.
6. Develops new codes, ordinances and administrative orders pertaining to fire prevention, fire protection, and regarding the manufacture, storage, use, handling and disposal of hazardous materials. Oversees enforcement of and compliance with fire protection codes and ordinances.

7. Enforces rules, regulations and ordinances of the department, reviews inspection service for compliance with standard operating procedures, and investigates complaints and problems in service delivery.
8. Manages, directs and coordinates development and plan review functions for fire protection issues in conjunction with applicable City of Sisters, county departments and divisions, and the Office of the State Fire Marshal. Reviews code enforcement and plan review appeals processes.
9. Researches, analyzes and interprets complex technical fire protection, detection and suppression systems standards, codes, and regulations.
10. Develops, delivers, and evaluates training regarding code enforcement, fire investigation, and plan review; oversees and manages the development and delivery of public education programs.
11. Oversees fire cause determination in cooperation with the Office of the State Fire Marshal, Oregon State Police and other public safety agencies as required.
12. Responds to emergencies as needed in a command and supervisory role.
13. Identifies and responds to public issues and concerns; promptly addresses citizen complaints and follows up appropriately.
14. Attends and participates in various meetings, committees and task forces; represents the District in other organizational meetings as assigned by the Fire Chief.
15. Prepares and presents staff reports to a variety of boards and commissions, including the City Council and District Board of Directors when requested by the Fire Chief.
16. Performs related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

1. Pertinent Federal, State, and local laws, codes and regulations governing fire hazard elimination and control, including the handling of hazardous materials and current Oregon Fire and Building codes.
2. The Incident Command System and NIMS.
3. Strategies to reduce a broad range of community risks that impact the safety and health of residents of the District.
4. Fire causes, hazards and the use of protective devices.
5. Modern methods of fire prevention and protection.
6. Fire related engineering problems found in the construction and repair of buildings.
7. Fire alarm, sprinkler, and detection systems.
8. Fire prevention education techniques.
9. Building construction and building code requirements.
10. Plan review processes and code enforcement protocols.
11. Principles of supervision, training and performance evaluation.
12. Procedures and techniques of budget preparation and administration.
13. Report preparation and presentation techniques and procedures.

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Ability to:

1. Organize, implement, and evaluate a comprehensive community risk and fire and life safety inspection program.
2. Prepare and administer section budget.
3. Supervise, train and evaluate any assigned staff.
4. Interpret and enforce a variety of Federal, State and local laws, codes, ordinances and regulations pertaining to fire prevention.
5. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
6. Prepare and deliver public presentations.
7. Read and interpret building plans for conformance with fire and life safety regulations.
8. Inspect and identify fire and life safety hazards and order necessary corrections.
9. Communicate clearly and concisely, both orally and in writing; write complex technical reports.
10. Establish and maintain cooperative working relationships with those contacted in the course of work, including community leaders, builders, contractors, engineers, architects and public agency representatives.
11. Act quickly and calmly in an emergency situation.
12. Operate radio and computer equipment at emergency scenes.
13. Lift, bend, crawl and walk in hostile environment, and wear firefighter protective clothing as required while serving in the role of a command officer. The Community Risk and Fire Safety Manager will work in both office/fire station settings and in dirty, unpleasant and dangerous conditions at a fire or emergency scene. Physical effort in non-emergency or non-training environments would normally consist of sitting, walking, running and standing.
14. Must live within the response boundaries and timelines as set by policy.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

1. Ten years of responsible fire prevention experience, including experience in fire investigation, inspection, code enforcement, plan review processes, fire protection engineering and education, including at least five years of administrative or supervisory experience.
2. Experience working with neighborhood groups and associations to prevent wildfires and encourage fire safe communities.
3. Experience developing and delivering programs to reduce a broad range of community risks.

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4. Experience presenting official testimony to government agencies including city council, county government, and state elected representatives/committees regarding fire district policy or positions.
  5. Experience supervising subordinates and volunteers to achieve established goals.
  6. Experience as a command officer supervising emergency response personnel at emergency scenes.

License or Certificate

Possession of, or ability to obtain and maintain, a valid Oregon driver's license.

International Code Council certified inspector, or ability to obtain within a reasonable amount of time.

ICS certifications appropriate for assigned duties, or ability to obtain within a reasonable time.

Special Requirements

Pre-employment drug screen

Pre-employment background check