



# Job Announcement

## TITLE: Fire Marshal

Posting Date:	01/29/2025	Closing Date:	02/28/2025
Employment Status:	Exempt/Contractual	Salary Range:	\$100,384-\$126,256
Bargaining Unit:	No	Civil Service Status:	No

The fire marshal position is responsible for planning and directing the fire prevention activities for the district. This position performs fire and life safety code enforcement inspections in multi-family residential, commercial, institutional, and industrial occupancies and provides plans review to ensure compliance with applicable water supply and emergency response access codes for the city and rural areas. The fire marshal provides consultation and input to the City of Woodburn planning department for life safety and fire code issues and participates in the City's pre-permit application meetings with property developers. The fire marshal coordinates closely with the Oregon State Fire Marshal deputy assigned to Marion County. The fire marshal performs fire investigations and/or coordinates the investigation with the Oregon State Fire Marshal investigators and the Oregon State Police arson investigation team. This position administers the code enforcement inspection activities performed by the district's fire suppression crews and provides public education on prevention-related topics as needed. The fire marshal occasionally supplements the district's emergency response for second calls and support functions at major emergency incidents.

job description along with the application can be found at the district website: [Human Resources | Woodburn Fire District](#)

### Minimum Qualifications

- Associate's degree in Fire Science, Fire Prevention, or a related field, plus three (3) years of related experience OR an equivalent combination of education and experience to perform the essential duties.
- Valid Oregon Driver's License – or the ability to acquire by appointment
- Successful completion of a comprehensive background investigation prior to appointment
- Valid Driver's License with a safe driving record.

### Required Certifications

- Must hold or obtain within 6 months the following: Recognition as Fire Marshal with Fire Plans Examiner endorsement under the Oregon Fire and Life Safety Competency Program as required by Oregon Administrative Rule 837-039-0120. NFPA Fire Investigator certification.

### Preferred Certifications

- NFPA Firefighter I
- NFPA Apparatus Operator
- EMT-B – State of Oregon
- Bilingual

### Desired Knowledge Skills & Abilities

- Strong knowledge of fire prevention, applicable codes, and emergency management practices.
- Ability to inspect commercial and industrial businesses, multi-family residential, nursing homes, schools, public assemblies, and similar buildings and installations for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits, and for general compliance with fire prevention codes, laws, and regulations.



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- Review and approve plans for new construction and equipment installations, ensuring safety standards are met.
- Ability to work independently as well as establish and maintain working relationships with the community.
- Knowledge of requirements for the safe storage and handling of hazardous materials.
- Ability to incorporate creative problem-solving between work groups and individuals.
- Ability to communicate effectively in English, both orally and in writing, including the ability to speak effectively before large groups. Bilingual Spanish ability preferred.
- Ability to conduct fire investigations of commercial, residential, and wildland fires (preferred but not required).
- Experience working with other agencies such as law enforcement, public works and special interest groups.
- Knowledge of modern firefighting, rescue, and emergency medical principles, practices, techniques, and procedures.
- Ability to supplement emergency response to fire, medical, rescue, and other emergencies.
- Ability to respond to fire scenes during the nights and weekends to coordinate fire investigations as the need arises.

### Required Experience

Minimum of five years of professional fire service experience with a firefighting background and career emphasis in any combination of fire inspection, fire investigation, commercial plan review (fire related) or public education.

### Physical Requirements

Though this position works mostly in an office setting, exposure may be required as needed during investigative activities to hazards such as fumes, chemicals, body fluids, and other hazards encountered within his or her investigative role. The position may also require exposure to adverse environmental conditions including inclement weather, extreme temperatures, noise, dust, dim lighting, and other conditions that may be present while performing any of the essential functions. This position may involve regular stress related to the performance of the job, frequent travel inside the district, occasional travel outside the district, and working long hours as needed. Supplemental emergency response requires the ability to lift, pull, drag, and carry heavy loads and perform other physical exertions related to firefighting, rescue, and emergency medical operations.

### Supervision Received

Receives direction from the fire chief and is accountable for all prevention, inspection and investigation activities as indicated in this position description.

### Supervision Exercised

Exercises administrative supervision for prevention activities and other associated activities.



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*The description of job duties, responsibilities, and requirements listed above is intended to be illustrative and is not intended to list all duties, responsibilities, and requirements that may be required for the performance of the of the job classification. Employees may be required to do all or some of the listed duties, or other related duties as needed by the district. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. It is also intended to be compliant with the Americans with Disabilities Act.*

### Woodburn Fire District

The Woodburn Fire District (WFD) provides fire suppression, fire prevention services and emergency medical assistance to 40,000 residents located within its 75-square-mile boundary. This boundary includes the City of Woodburn, the City of Gervais and a large area of unincorporated northern Marion County.

The Woodburn Fire District is a combination district that utilizes career firefighters and paid-on-call volunteers. Twenty-four career firefighters work 24-hour shifts and staff one emergency response apparatus. Approximately thirty paid-on-call volunteers provide coverage for multiple calls and large incidents. The district maintains a proactive fire prevention program which is overseen by the Fire Marshal. The fire district answers an average of 3,700 calls a year.

Originally, WFD was two separate entities. Established in 1901, the City of Woodburn Fire Department provided fire suppression and prevention services to residents within the city limits, while the Rural Fire Protection District, established in 1946, provided the same services for residents outside the city limits. In 1984, voters chose to annex the city department into the rural protection district. In 1987, the City of Gervais was added to the district, rounding out its current service area.

### Evaluation Components

- Resume, Cover Letter, and Application Review – 30%
- Interview – 70%

Candidate interviews are tentatively scheduled for the week of 3/10/2025.

### Important Information

Applications must be completed in full and submitted using the information below. The application period will close on March 10, 2025, or when an adequate number of qualified candidates have applied.

The Woodburn Fire District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, or disability. In addition to federal law requirements, the Woodburn Fire District complies with all state laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

U.S. military veterans that meet all the minimum job qualifications will be invited to an interview and have applicable veteran preference points added to their cumulative evaluation score. Documentation of veteran points must be submitted with the application by the date of job closing.

Applications are available at the district administrative office or online @ [Human Resources | Woodburn Fire District](#)

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**Please submit a WFD application, cover letter, and resume to:**

**Woodburn Fire District  
1776 Newberg Hwy  
Woodburn, Oregon 97071**

**Application packets can be electronically submitted by emailing: [Korrin.petersen@woodburnfire.com](mailto:Korrin.petersen@woodburnfire.com)**  
If you have any questions, please contact WFD Fire Chief Jim Walker or Division Chief Mike Corless at 503-982-2360