

1-4. FIRE MARSHAL

TITLE: Fire Marshal

REPORTS TO: Fire Chief

DIRECTS: Deputy Fire Marshal/Shift Personnel

POSITION DESCRIPTION:

The purpose of this position is to supervise and manage daily duties of the Fire Prevention, Codes Enforcement and Fire Inspection programs in accordance with general organizational requirements and accepted practices. This is accomplished by conducting plan reviews for commercial businesses and residential subdivisions, performing fire and life safety code inspections, corresponding with various departments and organizations regarding Certificate of Occupancy approvals, gathering data for pre-fire surveys and drawings, supervising and conducting fire and life safety inspections, investigating the origin/cause of fires, assisting with environmental studies and assessments for new and existing properties and projects, representing the fire district at various meetings, and special projects as assigned. Other duties may include assisting with other fire district administrative activities as assigned by the Assistant Fire Chief or the Fire Chief.

MINIMUM QUALIFICATIONS:

- a. Proficient reading, writing and communication skills
- b. Proficient computer skills including Microsoft 365 and Google Workspace
- c. Responsible experience and training in fire service programs or an equivalent combination of education, training and experience that provides required knowledge
- d. Ability to deal with systems of real numbers; practical application of math
- e. Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling and grammar, using all parts of speech. Also, must have the ability and knowledge to communicate digitally
- f. Valid South Carolina Driver's License
- g. High School Diploma or Equivalent
- h. Current CPR/First Aid/AED
- i. Basic Fire/Arson Investigation (SCFA or other accredited program).
- j. ICS 100, 200, 700, & 800
- k. ICC or equivalent Fire Inspector I
- l. Plans Review classes in Fire Protection Systems
- m. South Carolina Fire Marshal Rules and Regulations

PREFERRED QUALIFICATIONS:

- a. Bachelor's degree in fire science, fire administration, business or public administration, or related field from an accredited college or university.

- b. NFA Case Preparation and Testimony.
- c. Fire and Life Safety Educator I.
- d. IFSAC or equivalent Fire Instructor II.
- e. IFSAC or equivalent Fire Officer II.
- f. NREMT or above
- g. South Carolina CDL-B or SC Class E License

Job Tasks:

The Fire Marshal is to perform/participate in all of the following tasks:

- a. Conducts fire code inspections by completing walk through inspections and identifying violations to various fire codes and laws; provide printed reports regarding inspection results; maintaining records and files; ensuring lockboxes contain current fire district access keys; and ensure businesses are posting correct and current licenses and permits.
- b. Completes and updates pre-fire surveys and drawings by ensuring the accuracy of information on existing pre-fire plans and CAD drawings during code inspections; making corrections to plans and drawings as needed; ensuring hard copies of updated plans and drawings are printed and distributed; and updating databases monthly.
- c. Reviews plans for new and existing construction, commercial, and residential developments. Assists building professionals, business owners, and the general public with technical inquires that revolve around planning, future planning, construction, plan review, hazardous materials, compliance, and inspections. Inspects, approves or rejects, all phases of public and private construction and improvements to assure compliance. Will recommend alternative solutions as needed, and issue notices of correction and/or approvals as appropriate. Maintain accurate and complete records.
- d. Works with the State Fire Marshals Office and Greenville County Building and Codes, and Code Enforcement on an as needed basis and fosters relationships both internally and externally.
- e. Conducts fire safety and prevention education classes by assisting in the scheduling of fire district personnel for various activities; representing the fire district at professional organizations; coordinating the distribution of smoke detectors; responding to phone calls regarding fire safety and code questions; and conducting various classes regarding fire safety and prevention.
- f. Provides additional support by maintaining good working relationships with fire district personnel and outside agencies; working with construction tools and construction materials; and performing emergency duties as needed.
- g. Provides management and oversees the Community Risk Reduction Program for the fire district as well as the position of the Deputy Fire Marshal.
- h. Liaison between the fire district and law enforcement agencies on possible incendiary fires.
- i. Assists outside agencies and companies

EXPECTED BEHAVIOR:

The Fire Marshal is the “face” of South Greenville Fire District. Many businesses will only ever have interaction with the Fire Marshal and this position shall maintain a level of respect within the community. The Fire Marshal is expected to embrace, support and promote the South Greenville Fire District’s values, which include but are not limited to the following:

- a. High ethical standards
- b. Active participation in teamwork
- c. Strong safety principles and safe work practices
- d. Provide a high quality of customer service with both internal and external customers and share holders