



City of Helena Fire Department

816 Hwy 52 East Helena, AL 35080 (205) 663-5809

Christopher E. Miller, Fire Chief

Job Title: Fire Marshal

Division: Command/Administrative Staff

Employment Status/FLSA: Full-time Regular/Exempt \$90,569.96 - \$108,137.64

General Description:

This is a specialized, technical, investigative, inspection, and administrative position which encompasses conducting inspections of buildings and facilities for adequate fire safety and prevention conditions, conducting investigations of fires for their origin and cause, and public education of fire safety and prevention. Work is performed with a wide latitude for judgement and independence within established codes, regulations, and technical guidelines. Work is performed and reviewed under the direct supervision of the Fire Chief.

The Fire Marshal may also be required to, on occasion, possess the knowledge/skills necessary to serve in an operation's role when situations dictate or as determined by the Fire Chief. The Fire Marshal must also maintain an effective working relationship with the administrative and suppression forces of the department.

Essential Job Duties:

1. Conducts construction plan reviews on all commercial buildings to ensure compliance with codes and ordinances adopted by the city and state. Reviews include site, structural, alarm, and fire protections systems.
2. Conducts spot inspections throughout the construction process; advises contractors and builders on corrective actions for adherence to codes; conducts the final inspection and system testing prior to the building being occupied.
3. Conducts field inspections of public and private businesses and structures to ensure compliance with all adopted codes and ordinances. Advises owners and occupants to ensure strict compliance with applicable codes.
4. Prepares inspection reports in a clear and concise manner. Issues permits for applicable structures and services.
5. Issues citations for noncompliance of fire codes and ordinances.
6. Investigates and evaluates fire scenes to determine the area/point of origin, source of ignition, material ignited, act(s) or activity that brought the ignition source and materials together.
7. Coordinates with fire suppression personnel for the purpose of scene preservation and debris removal. Secures the fire scene to ensure evidence or potential evidence is protected from damage, destruction, or contamination. Collects and preserves evidence by using proper and legal procedures.
8. Obtains information through interview and interrogations. Prepares a comprehensive written report given the investigation findings. Testifies during legal proceedings.

9. Develops and implements programs to educate and train the public and private sector on fire safety and related issues. Makes presentations, trains, interviews, or publicly speaks to schools, civic groups, organizations, or media on fire safety, awareness, and prevention.
10. Interact with citizens and public as needed, including but not limited to, promoting fire prevention/safety; conducting station tours; performing fire drills for businesses or schools; and testing/installing smoke detectors.
11. Prepare and administer budgets for assigned responsibilities.
12. Perform administrative functions as assigned by management.
13. Monitors radio transmissions to ensure all calls are answered; responds to scenes of subordinates calls to answer questions, authorize actions, take control of situations, monitor officers' performance, and serve as a backup unit; exchanges information with dispatchers, medical professionals and other department employees as needed.
14. Drive, operate, and maintain, apparatus, and equipment; perform routine inspections, make small repairs, and check inventories.
15. Participates and promotes Helena's Health and Wellness program and meets all standards themselves.
16. Composes and prepares forms, logs, requests, records, reports, correspondence, and documents associated with daily responsibilities of this position in a timely manner.
17. Coordinates with ambulances, hospitals, police, other fire departments, and/or the Water Board as needed; provides mutual assistance and aid to surrounding jurisdictions in emergency situations.
18. Serves on assigned committees and special project teams.

The essential job duties outlined are meant to serve as examples and do not encompass every possible duty. Additional tasks may be assigned as needed. Not all employees will perform every duty listed, and some may be required to carry out responsibilities that are not explicitly mentioned. Furthermore, Fire Marshal may be asked to undertake job-related tasks beyond those specified in this description.

Knowledge, Skills, and Abilities:

- Knowledge of federal, state, and local laws and ordinances; and as they relate to firefighting and EMS activities.
- Knowledge of City of Helena Fire Department rules, policies, and procedures.
- Knowledge of City of Helena Civil Service Act.
- Knowledge of best practices and techniques with respect to firefighting and search and rescue operations.
- Knowledge of characteristics of ignitable, explosive, hazardous, and similar materials.
- Knowledge of ordinances pertaining to fire prevention, fire codes, and ISO requirements.
- Knowledge of installation/operation of fire protection systems.
- Knowledge of Emergency Medical Protocols, best practices, and techniques.
- Knowledge of City of Helena geography and ability to navigate streets within the city limits and coverage areas in nearby unincorporated Shelby County, and the location of special fire hazards.
- Skill in the operation of personal computer and applicable software.
- Skilled in the use/care of all types of apparatus, pumps, hoses, radios, and other various fire equipment.
- Skill in providing proper medical treatment.
- Ability to lead, direct, and supervise subordinates.
- Ability to read and understand water maps, blueprints, diagrams, and system specifications.

- Ability to locate and identify fire code violations or potentially hazardous conditions in buildings, structures, and installations.
- Ability to conduct effective arson investigations and to identify suspicious conditions at the scene of a fire.
- Ability to examine and review construction plans for code compliance.
- Ability to prepare detailed, concise, and analytical reports.
- Ability to follow verbal and written instructions.
- Ability to work on a team.
- Ability to exercise control over emotions during stressful situations.
- Ability to analyze situations quickly and objectively to determine the correct course(s) of action.
- Ability to maintain confidentiality when necessary.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, public, and other stakeholders.
- Ability to work in rapidly changing schedules to include: 24-hour shifts, weekends, holidays, and as deemed necessary by the Fire Chief or designee.
- Ability to perform strenuous physical work for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

Minimum Qualifications:

Must not have been convicted of any serious misdemeanors: must not have been convicted of a felony. Possess current Pro Board, or International Fire Service Accreditation Congress (IFSAC) certification for Fire Fighter I, Fire Fighter II, Fire Officer I, Fire Instructor I, and Fire Inspector, EMT-Basic. Ten (10) years firefighting experience. Possess a current and valid Alabama driver's license. Ability to be covered by the City's liability insurance carrier.

Preferred Qualifications:

Associate's or higher-level degree from an accredited college or university in Fire Science, Fire Administration, Public Administration, Emergency Management, or related field. 10 years of experience. Possess current Pro Board, or International Fire Service Accreditation Congress (IFSAC) certification for Fire Fighter I/II Fire Officer II, Fire Instructor I, and Fire Inspector. Possess current Alabama Department of Public Health EMT-Paramedic License. Possess a valid Alabama Driver's License.

Essential Physical Requirements:

The physical activities required for this position include but are not limited to: Frequent sitting, standing, walking, reaching with hands and arms, talking, hearing, smelling; occasional running, climbing or balancing, stooping, kneeling, crouching, and crawling.

This position requires lifting: Up to an excess of 100 pounds on a regular basis while in protective equipment.

This position has the following special vision and auditory requirements: Meet vision and auditory requirements as specified in NFPA 1582, Chapter 9, 2022 Ed.

Environmental Working Conditions:

The following physical conditions and hazards may be encountered while working in this position: Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, infectious diseases, risk of electrical shock and vibration, and loud noise.

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Fire Chief

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all encompassing and that there may be other duties assigned to me.

Employee

Date