

**Pelham-Batesville Fire Department  
Position Description  
September 2017**

**Classification/Job Title:** Fire and Life Safety Educator  
**Type of Work:** Full-Time  
**Job Title of Supervisor:** Fire Marshal

**Description of Position:**

**General Responsibilities:**

- Employee will be responsible for conducting fire inspections and fire prevention programs.
- Employee will oversee and coordinate presentations, lectures, programs etc., to personnel, civic groups, schools, etc.

**Specific Responsibilities:**

- Responsible for conducting Fire and Life Safety inspections within the District on a routine basis.
- Must maintain current inspector certification through the International Code Council.
- Must possess and maintain a working knowledge of current fire prevention, building, electrical, gas, and national fire protection codes and standards.
- Must maintain a good working relationship with the SC State Fire Marshall's office and the Building and Fire Prevention Departments of Greenville and Spartanburg counties.
- Must maintain detailed records in all areas of job.
- Insure coordination with the Pre incident survey coordinator regarding Pre-Fire Planning.
- Maintain quality public relations between the fire department, inspection agencies, and the general public.
- Coordinate and/or conduct, with the help of duty personnel, fire prevention programs and public education in order to promote fire safety awareness throughout the community.
- Assist with and/ or present training programs as required.
- Attend training programs and workshops to remain abreast of State and National Fire Service trends.
- Perform other duties and responsibilities as may be required by the position.
- Prepare and submit budget request to the Fire Marshal for consideration.
- Oversee the preparedness and maintenance of all equipment assigned to Fire Prevention Department

**Minimum Requirements:**

- Must be at least 21 years of age.
- Must possess a high school diploma or recognized equivalent.
- Must possess a valid SC Class E or Class B CDL driver's license.
- Must pass a departmental physical examination administered by department physician.
- Must be free of any physical limitations that may impair the ability to perform any job-related duties.
- Must possess current SC certification as an International Codes Council Fire Inspector I.

**Desirable Requirements:**

- Current SC Certifications as an emergency Medical Technician.
- Current SC Fire Academy Instructor Certification.
- Associates\Bachelors Degree in related field.
- ICC Fire Inspector I.
- ICC Plans Examiner.
- Completion of the Fire and Life Safety Educators Course.
- Car Seat Technician.

