

**Pelham-Batesville Fire Department  
Position Description**

**Classification/Job Title:** Fire Marshal  
**Type of Work:** Full-Time  
**Job Title of Supervisor:** Administrative Asst. Chief

**Description of Position:**

**General Responsibilities:**

- Employee will be responsible for all fire inspection and prevention duties.
- Employee will be responsible for fire suppression duties including first response to emergency alarms.

**Specific Responsibilities:**

- Responsible for conducting all Fire and Life Safety inspections within the District on a routine basis.
- Must be available on a reasonable basis while off duty to answer questions concerning codes and inspections.
- Responsible for plans reviews and final inspections for new buildings within the District.
- Must maintain current certification by the SC State Fire Marshall as a Resident State Fire Marshall.
- Must possess and maintain a working knowledge of current fire prevention, building, electrical, gas, and national fire protection codes and standards.
- Must possess and maintain a good working relationship with the SC State Fire Marshall's office, Southern Building Code Congress, the Building and Fire Prevention Departments of Greenville and Spartanburg counties.
- Must maintain detailed records in all areas of job, i.e. Fire Marshall's reports, quarterly inspection reports, new business forms, special inspections, etc.
- Insure coordination between the Fire marshal and the Pre incident survey coordinator regarding scheduling of inspections and surveys.
- 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 teach training programs as required.
- Attend training programs and workshops to remain abreast of State and National Fire Service trends.
- Maintain responsibilities as listed under Firefighter Job Title.
- To perform other duties and responsibilities as may be required by the position.

**Minimum Requirements:**

- Must be at least 21 years of age.
- Must possess a high school diploma or recognized equivalent.
- Must possess a valid CDL class “B” SC driver’s license or obtain within one year of employment.
- 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 a Resident State Fire Marshall.
- Must possess certification as an Interior Structural Firefighter by the SC Fire Academy.

**Desirable Requirements:**

- Current SC Certifications as an emergency Medical Technician.
- Current SC Fire Academy Certification as a Fire Department Certified Instructor.
- Associates Degree in related field.
- NFPA Fire Inspector I.
- NFPA Plans Examiner.

## **Section B of Firefighter Duties**

### **Specific Responsibilities:**

- Safely and efficiently respond to emergency calls in order to provide initial fire attack, perform immediate rescues and provide emergency care to those persons threatened by fire or other hazards.
- In charge of any fire or emergency scene, including medical scenes, unless other trained personnel are present.
- Accurately assess and supervise the scene of any emergency to ensure that all needed equipment and personnel are appropriately dispatched and utilized in the most efficient manner possible.
- Ensure as best as possible the safety of all personnel and the public at the scene of any emergency.
- Maintain proper inventory of equipment and supplies used in fire suppression and other daily duties.
- Keep detailed records in all areas of job.
- Operate all apparatus and equipment in a safe and efficient manner using properly accepted techniques.
- Maintain communication as needed between all other emergency agencies.
- Attend in-service training, drills and all other training as may be required in the performance of the job.
- Maintain quality public relations between the departments and the community.
- Perform fire ground operations in accordance with all written SOP's of the department.
- Acquire and retain knowledge of the location of streets, fire hydrants, business locations, and types of building construction within the district.
- Maintain knowledge all fire department rules and regulations and efficiently carry out the same.
- Establish and maintain effective working relationships with all employees and the general public.