



JOB DESCRIPTION

General Description

This class is responsible for coordinating, overseeing and supervising the fire prevention and life safety division.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making termination, and disciplinary recommendations.
- Coordinates and develops implementation of short- and long-term goals for staff.
- Coordinates investigations, inspections and other work-related activities with other divisions, departments and outside agencies as needed.
- Researches and maintains updated codes and ordinances pertaining to fire investigations, fire and life safety. Interprets and enforces all applicable codes and laws rules and regulations, policy and procedures and initiates actions necessary to correct deviations or violations.
- Supervises and conducts fire/arson, explosion investigations to determine the cause and origin. Works with other outside agencies, preserves evidence, examines the site, gathers information and interviews witnesses. Maintains all records, photographs and drawings of fire scene investigations. Assists in the arrest of any person or persons charged with the crime of arson.
- Reviews new building and renovation plans, site plans for code compliance. Identifies necessary changes and coordinates with architect, engineer or contractor regarding changes needed for compliance.
- Meets with architects, engineers and contractors on job sites throughout the construction process to assure code compliance.
- Monitors, plans and prioritizes use of department funds.
- Establishes and amends department policies and procedures.
- Conducts research and makes recommendations in treatment, equipment and technology to be used by field responders.
- Investigates complaints from the public, gathers information and determines validity of the complaint, and resolves or recommends corrective action if needed.
- Conducts training sessions to meet the needs of personnel in developing their careers.

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- Develops and administers annual budget.
- Acts as liaison between elected officials and building and development communities.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires Associate's Degree in Fire Science supplemented by specialized courses/training equivalent to completion of two years of college in firefighting, fire science or related field; Five years of progressively responsible supervisory and related fire inspections experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to traffic; moving machinery; extreme hot and/or cold; wet and/or humid conditions.

Special Certifications and Licenses:

Requires the following certifications/licenses Requires the following certifications and licenses: Arson Investigation Level 1; Arson Investigation Level 2; Post Arson Investigator; National Professional Qualifications Fire Inspector 1.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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City of Americus, GA

Title: Fire Marshall

Class Code: 2003



JOB DESCRIPTION

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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Page 3 of 3

