



The City of Columbus

P.O. Box 87 • Columbus, Texas 78934 • 979-732-2366 • 979-732-8213

JOB TITLE: FIRE MARSHAL
DEPARTMENT: CODE ENFORCEMENT
APPOINTMENT: MAYORAL APPOINTMENT WITH COUNCIL APPROVAL
SUPERVISOR: CITY MANAGER
SALARY: DEPENDING UPON QUALIFICATIONS

Summary of Duties

The Fire Marshal is responsible for ensuring adherence to the current International Fire Code version adopted by City Council. This position is also responsible for reviewing predevelopment and construction plans as plats which require a combination of office and field work. This position requires a significant knowledge of fire codes and involves a considerable amount of contact with City personnel in various departments and representatives of local, state, and federal agencies, and the public.

Work Performed

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be provided to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

- Enforces the provisions of the Fire Prevention code and the laws and regulations of Columbus pertaining to fire prevention and protection.
- Inspects for compliance with fire and life safety codes, City, State and Federal legislation applicable to all commercial, industrial, institutional, and public occupancies. Ensure correction action is taken when violations are found. Upon report, perform courtesy inspections of private residential occupancies.
- Performs annual hazard inspections, fire flow test, and fire protection system test as necessary.
- Consults with Fire Department personnel on fire code enforcement and interpretation.
- Consults with property owners and contractors to discuss guidelines and requirements.
- Complete follow-up inspections to company inspections on an annual basis.

- Reviews plats, plans and related documents for compliance with applicable fire codes, related ordinances, and fire department policies, specifying in writing the needed requirements prior to permit issuance. Works closely with Planning, Utilities, and Public Works Department employees on plans review issues.
- Assist Building Inspectors in code-related matters and conduct complex plan reviews and inspection reports; review applications for permits and licenses.
- Provides technical fire protection assistance to builders, contractors, developers, and the general public on fire-safe construction, installation of fire control systems, and compliance with procedures and code.
- Prepares written reports and documentation (including maintaining file and records) required by policy and legislation for efficient operation.
- Maintain knowledge of current codes, methods of fire control and changes in construction methods and materials through attendance at pertinent conferences, seminars, schools, and meetings.
- Investigates the cause, origin, and circumstances of every fire occurring within the City. Must determine whether the fire is caused by carelessness or design.
- Must keep records of all fires, related facts, statistics and circumstances, including origin of the fire(s) and amount of loss.
- Ability to stand, sit, walk, lift, finger, grasp, feel, carry, push, pull, reach, kneel, crouch, crawl, bend, twist, climb, balance, talk, hear, and use repetitive motions to complete a variety of strenuous tasks in an indoor and outdoor environment.
- Administer fire prevention programs.
- Assist with all ISO pre fire plans, requirements, and audits.
- Perform other duties as assigned.

****This position is considered essential, and is required to respond in the event of an area wide or local emergency****

Expectations of all City Employees:

- Support City and Department goals and objectives.
- Serve and meet the needs of our citizens during routine or emergency situations.
- Ability and willingness to work as part of a team, demonstrate team skills, and perform a fair share of team responsibilities.
- Plan and organize his/her work, time and resources, and, if applicable, that of subordinates.
- Contribute to the development of others, to the Department, and the City.

Required Knowledge, Abilities and Skills

- Practical knowledge of principles, practices and procedures of fire prevention.
- Thorough understanding of the adopted International Fire Code.
- Ability to communicate clearly, concisely, and effectively with internal and external customers.
- Ability to maintain current records and generate timely reports.

Desirable Training and Experience

- Must maintain a minimum of Class C driver's license.
- Basic Fire Marshal, Basic Fire Inspector, and Plans Examiner Certification desired, or attainable within one year.
- Minimum of five years of experience as a full-time Firefighter is preferred.
- Minimum of two years' experience performing Fire Marshal or comparable duties preferred.
- Be proficient in the use of Microsoft Word, Excel, Power Point, Outlook, and ESO Inspection Software.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

ACKNOWLEDGEMENT & RECEIPT OF JOB DESCRIPTION

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Columbus. I also acknowledge that I am qualified to perform these duties, and with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

_____ Employee Printed Name	_____ Date	_____ Signature
_____ Department Supervisor Printed Name	_____ Date	_____ Signature
_____ Human Resources Printed Name	_____ Date	_____ Signature