

	St. John's Fire District	
	Position Description	
	<i>Chief Fire Marshal</i>	
	Division: Support Services	Shift: M-F 40 Hour
	FLSA Status: Exempt	Revised Date: 10/2025

Salary: \$94,830.94 - \$101,469 DOQ. Excellent benefits package.

Directly Reports To (Position): Assistant Chief of Support Services

Position Summary:

Within broad parameters and in accordance with general organizational requirements and accepted practices, manages the Fire Marshal's Office, reviews plans and documents for code compliance, and conducts and oversees fire investigations. Supervises and coordinates the community risk reduction, fire prevention, and inspection activities of the Fire Marshal's Office to ensure compliance with codes, standards, regulations, policies, and procedures. Performs fire prevention and fire investigation services and activities, reviews plans and specifications for building and fire protections systems, and coordinates assigned activities with other divisions, outside agencies and the general public. Resolve customer complaints by meeting with citizen groups. Conducts review and inspections for special events. Assists with the filing of court cases related to unlawful fires and arson in court hearings. Participates in the prosecution of cases as needed. Develops and prepares the operating budget for the Fire Marshal's Office in coordination with the Assistant Chief of Support Services. Prepares reports as needed for the command staff and board of commissioners related to inspections, plan reviews, and fire investigations. Research, presents, and recommends revisions to policies, procedures, and guidelines. Attends and participates in professional meetings and committees. Stay abreast of new trends and innovations in the field of code enforcement, community risk reduction, and fire investigations.

Cultural Expectations:

- Encourages a culture where constructive feedback is normalized and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation.
- Provides career consultation and development to ensure individuals under their command reach their personal and professional potential.
- Emphasizes that safety must always be prioritized over personal relationships and the desire for acceptance.
- Building successful teams through coaching and training with an emphasis on building trust, productive conflict, commitment, accountability, and results.
- Maintain a passion for excellence in fire and emergency services delivery and prioritizes organizational and personal accountability.

Essential Functions:

- a. Provides responsible management, technical, and administrative work in developing and

- implementing a comprehensive fire prevention and community risk reduction program.
- b. Assure the District's compliance with state and federal codes, standards, and regulations.
 - c. Provide guidance and expertise regarding building and fire code inquiries.
 - d. Monitor and evaluate the efficiency and effectiveness of the service delivery methods and procedures and allocate resources accordingly as they related to the needs of community risk reduction and fire prevention.
 - e. Monitor incident reporting and update fire loss reports for quality assurance.
 - f. Coordinate inspection scheduling and reporting.
 - g. Conduct field inspections to ensure code compliance by inspecting blasting sites, burning sites, sprinkler systems, fire pumps, fire alarm systems, emergency power systems, hazardous processes, and coordinate county and state level inspections as needed.
 - h. Provide oversight to the District's community outreach, public education, and community risk reduction programs.
 - i. Monitor and evaluate performance of assigned personnel, prepare and conduct performance evaluations, ensure staff attend required training and are engaged in professional development opportunities to improve technical and professional skills, and implement disciplinary procedures where necessary.
 - j. Provides coaching and mentoring to employees to enhance the team's skills and performance.
 - k. Review and approve time sheets and authorize leave requests.
 - l. Conduct staff meetings to exchange information and coordinate work assignments.
 - m. Develop and prepare the Fire Marshal's Office budget in coordination with the Assistant Chief of Support Services.
 - n. Reviews plans for construction, commercial, and residential development.
 - o. Assists building professionals, business owners, and the general public with technical inquiries related to planning, construction, plan review, hazardous materials, compliance, and / or inspections.
 - p. Oversee and participate in investigations of fire scenes to determine origin, cause, and circumstances of fire.
 - q. Collect evidence, analyze findings, and prepare necessary reports.
 - r. Coordinate suspected arson cases with the appropriate law enforcement agencies.
 - s. Participate in prosecution of cases as needed.
 - t. Performs other duties as assigned.

Emergency Assignments

Every St. John's Fire District employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to natural or manmade disasters. All positions are subject to emergency recall for emergency management operations. This may require irregular work hours, work at locations other than their official duty stations, and may include duties other than those specified in their official job description.

Minimum Education and Qualifications:

- A minimum of five (5) years of fire service experience with a minimum of two (2) years of experience with fire inspections, investigations, and public education.
- IFSAC / ProBoard – Firefighter 2
- IFSAC / ProBoard – Fire Instructor 1
- IFSAC / ProBoard – Fire Officer 1
- ICC / NFPA – Fire Inspector 1
- Hazardous Materials Operations
- FEMA ICS-300
- Current CPR Certification
- High School Diploma or GED
- Valid South Carolina Class D Driver's License (or ability to obtain within an established timeframe).

Preferred Education and Qualifications:

- Associate's Degree from an accredited college or university in Fire Administration, Business Administration, or a closely related field.
- ICC / NFPA – Fire Plans Examiner
- ICC / NFPA – Fire Inspector 2
- IFSAC / Proboard – Fire Officer 2
- IAAI-FIT Certification
- IAAI-CFI or NAFI-CFEI Certification
- Designation as a Chief Fire Officer (CFO) or Fire Marshal (FM) through the Center for Public Safety Excellence (CPSE)
- FEMA ICS-400
- Child Passenger Safety Seat Technician or Instructor

Ability to:

- Prepare and conduct annual employee performance evaluations.
- Perform fire watch duties during special events.
- Obtain and maintain certifications as needed to perform job duties.
- Manage and supervise personnel.
- Respond to and assist in a variety of emergency and non-emergency situations.
- Develop and prepare the operating budget for the Fire Marshal's Office in coordination with the Assistant Chief of Support Services.
- Assure the District's compliance with State and Federal codes, standards, and county regulations.
- Oversee and participate in investigations of fire scenes to determine origin, cause, and circumstances of fire.
- Collect evidence, analyze findings, and prepare necessary reports.
- Perform field inspections to ensure code compliance by inspecting blasting sites, burning sites, sprinkler systems, fire alarm systems, fire pumps, emergency power systems, and hazardous processes.
- Read, analyze, and interpret general business periodicals, professional journals, technical journals, policies, and other documents used by the District.

- Make mathematical calculations and draw logical conclusions.
- Write reports, prepare business letters, summarize meeting minutes, and compose emails in a clear and professional manner.
- Operate equipment to include scanner, printer, copier, telephone, computer, drills, ladder, code books, fire extinguisher, two-way radio, evidence containers, camera, and fire prevention and education equipment.
- Utilize specialized software and systems to include timekeeping, personnel, records management, and other software systems.

Working Conditions

Primary Work Location: Office environment, vehicle, and outside.

Protective Equipment Required: Personal Protective Equipment (PPE), gloves, hard hat, safety glasses, safety boots, safety vest, fire investigation coveralls, respirator, and Self-Contained Breathing Apparatus (SCBA).

Environmental/Health and Safety Factors: Occasional exposure to unpleasant environmental conditions and/or hazards. Weekly exposure to noise and vibration. Monthly exposure to extreme temperature, wetness and/or humidity, noise and vibration, and physical hazards. Occasional exposure to mechanical hazards, chemical hazards, electrical hazards, and fire hazards. Rare exposure to explosives, communicable diseases, and physical danger or abuse.

Physical Demands: Frequently requires standing, fine dexterity, walking, lifting, vision, foot controls, balancing, talking, hearing, and twisting. Occasionally requires carrying, sitting, reaching, kneeling, crawling, pushing/pulling, climbing, bending, and crouching. Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly and/or walking or standing to a significant degree.

Mental Demands: Frequently requires time pressures, emergency situations, frequent change of tasks, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires irregular schedule/overtime and performing multiple tasks simultaneously. Rarely requires tedious or exacting work.

Americans with Disabilities Act Compliance (ADA)

The St. John's Fire District is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

***I acknowledge that St. John's Fire District has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***

Employee Signature	Date
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Fire Chief (or HR) Signature	Date
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