

FIRE MARSHAL /BUILDING INSPECTOR/FIREFIGHTER JOB DESCRIPTION AND REQUIREMENTS

This position reports directly to the Fire Chief and is responsible for the following:

Fire Marshal

- The detection and prevention of arson, the enforcement of laws relating to arson and other burning, and enforcement of the city and state fire prevention codes.
- Have successfully completed a course of study for law enforcement officers approved by the Arkansas Commission on Law Enforcement Standards and Training.
- Successful completion of an eighty-hour fire and arson investigation course offered by the National Fire Academy, or the Arkansas Fire Training Academy, or an equivalent course.
- Successful completion of an eighty-hour inspector one class offered by the National Fire Academy or the Arkansas Fire Training Academy or an equivalent class.
- Be authorized and empowered to carry a weapon and to make arrests for violations of the laws relating to arson and other unlawful burning.
- Perform other duties as assigned and/or required.

Building Inspector

- Performs building inspections and reviews construction plans.
- Issues permits in accordance with local/state regulations.
- Receipts permit/license fees and reports to City Treasurer.
- Issues/renews contractor licenses.
- Inspect construction projects to ensure structural and architectural components follow all building construction and fire codes.
- Assist and recommendations of alternate methods of construction to meet the intent of each related code.
- Assist architects, engineers and contractors concerning structural, mechanical, and architectural issues and designs.
- Review assigned construction plans and engineering calculations for structural, mechanical, and architectural components to ensure compliance with applicable codes and recommend method of compliance to meet the intent or each related item.
- Review relevant building, fire, plumbing, mechanical and energy, codes.
- Provides interpretation and recommendations to ensure compliance with the intent or each code.
- Ability to climb rooftops and crawl into crawlspaces to perform complete inspections.
- Conduct building damage assessment inspections.
- Provide customer service as required.
- Floodplain management course.
- Perform other duties as assigned and/or required.

Additional Job Requirements:

- High School Diploma or GED.
- Certified firefighter preferred.
- State of Arkansas Health Department Plumbing inspector's license is required, or the ability to obtain one within 12 months of being selected for the position.
- State of Arkansas Health Department HVACR inspector's license is required, or the ability to obtain one within 12 months of being selected for the position.
- State of Arkansas Electrical Inspector license is required, or the ability to obtain one within an allowable timeframe.
- Have and maintain an Arkansas Driver's license before and during the duration of employment with the city.
- Preferred two (2) or more years of experience as a building inspector or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job.
- Ability to maintain accurate records, type and enter data accurately.
- Ability to effectively communicate on a one-on-one basis with others.
- Ability to maintain effective and harmonious working relationships with other employees, department officials and the public.
- Ability to report to work each scheduled day, and on time.