

# CITY OF TUSKEGEE

**MAYOR**  
LAWRENCE F. HAYGOOD, JR.

**CITY MANAGER**  
BERNARD HOUSTON



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ANNIE L. BROWN  
COUNCIL AT LARGE

**COUNCIL MEMBERS**  
FRANK CHRISTOPHER LEE, II  
**DISTRICT 1**  
ALA WHITEHEAD  
**DISTRICT 2**  
SHIRLEY W. CURRY  
**DISTRICT 3**

To lead and manage the Fire Prevention Division. This is accomplished by developing short and long term strategic direction; enforcing applicable laws and ordinances; coordinating fire investigations where arson is suspected or fatalities/severe injuries and/ or property damage occur; coordinating community risk reduction programming based on risk analysis results; supervising residential and commercial inspection programs; and authorizing permits in compliance with the Alabama Fire Code. Other duties include assisting residents, other city departments, and all members of the fire department with information regarding fire prevention education, fire inspection fees, permits, or fire code related issues.

## Duties/Responsibilities:

- Oversees fire inspections by developing standard operating procedures; establishes assignment areas and ensures appropriate credentials of all Fire Prevention division personnel; establishes and oversees guidelines for short term permits; directs the development of the Fire Prevention division budget; and advises residents and departments of fire code related issues.
- Oversees investigations-related functions by developing and overseeing the assignments and standard operating procedures for all Fire Prevention division personnel; ensures appropriate fire investigation-related training for all Fire Prevention division personnel; assures compliance for case presentation with the District Attorney's office; oversees the activities for Fire Prevention week; works with police officials on arson related issues; and advises the Fire Chief on the final disposition of arson and suspicious fires.
- Oversees public education for fire safety by developing, overseeing, and approving fire prevention programs and standard operating procedures. Ensures that the Public Education Coordinator receives proper training, has appropriate certifications, and attends periodic meetings with the Public Affairs Department.

## Minimum Qualifications & Experience:

- Six-months/one year of advanced study or training past the high school equivalency.
- Seven or more years of experience related to community risk reduction/inspections/investigation.
- Senior level supervisory responsibility (e.g. Fire Marshal, Deputy Fire Marshal or Assistant Fire Marshal) within a fire prevention division of a medium to large municipal/county fire department. Experience should include managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals, and realigning work and staffing assignments for the division.
- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
- Ability to write editorials, journals, speeches, manuals, or critiques.
- Valid Alabama "C" Driver's License or ability to obtain such license within 60 days of hire date
- State or Nationally recognized Fire Investigator Certification **OR** show the ability to obtain that certification within a time frame determined by the Fire Chief.
- AL State (or comparable) Certification in at least one of the following areas: Fire and Life Safety, Fire Protection Specialist, Fire Code Instruction, or Level II Instructor.
- APOST Certified Peace Officers must be able to complete the AI Firefighter Certification Course within 12 months of employment
- Must be able to complete APOST training within a time frame determined by the Fire Chief.

*This position is critical to emergency operations and will report to work in spite of or because of an emergency or disaster event.*