



**Fire Department
Full Time Position
City of Isle of Palms, South Carolina**

Fire Marshal

Salary Range- \$64,201-\$69,813 (Exempt position)

This position is also eligible for Incentives

The City of Isle of Palms is accepting applications for the position of Fire Marshall.

Must possess a valid driver's license

Must have Firefighter I & II and SC Residential Fire Marshal's Certification

To apply:

<https://www.cognitofirms.com/CityOfIsleOfPalms/OnlineApplicationForEmployment>

Deadline: first review August 3, 2026

EOE

BENEFITS

- 100% paid health insurance for employees (\$8232 annually)
- 50% premium coverage for spouse/dependent(s)
- State Pension-you contribute 9.75%, City contributes 20.24%
- 12 Paid holidays
- 2 weeks' vacation accrual to start
- 12 Sick Days Annually
- Tuition Reimbursement
- Wellness Program

JOB SUMMARY

This position coordinates and performs community risk reduction activities and efforts to include but not limited to fire inspections, code interpretation, fire and life safety education.

ESSENTIAL JOB FUNCTIONS:

- Interprets and enforces pertinent fire and life safety codes, laws, and regulations.
 - Conducts fire code inspections on all commercial buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits, and general compliance with fire prevention laws.
 - Assists with pre-incident surveys of all commercial structures within the City.
 - Tours construction projects and meets with Island event planners/managers and consultants regarding fire and life safety hazards.
 - Advises and instructs occupants and owners regarding regulations pertaining to fire hazards and dangers of fire.
 - Follows up to resolution on cases with re-inspections that could involve fines or large financial impact to the business owner.
- Maintains fire code inspection data base.
- Investigates commercial and residential fires by assisting in collecting evidence, taking photos and/or sketches of the scene, documenting personal observations, and obtaining witness statements.
 - Prepares and files reports of inspections, investigations and other work performed, including Quarterly

Report to the State Fire Marshal's Office.

- Attends training, conferences, seminars, meetings, etc., to enhance job knowledge and skills to maintain required certifications.
- Conducts home inspections for fire safety, and smoke alarm installation at the request of residents.
- Receives and responds to public inquiries, and requests for assistance regarding life safety matters.
- Teaches and advocates fire and life safety to groups, churches, clubs, and HOAs.
- Manages the Department's Hazardous Communication Program.
- Receives and reviews a variety of reports and documents including fire inspection reports, architectural blueprints, construction plans, certificates of completion, etc.
- Participates in the department of public education and public relations efforts.
- A training instructor of building construction and fire protection systems to department personnel.
- Prepares and or processes a variety of documents, including fire inspection records and reports, inspection letters, court summonses, daily reports, memos, correspondence, etc.
- Operates a department vehicle and a wide variety of office equipment including a computer, scanner, printer, copier, fax machine, telephone, camera, measuring device, two-way radio, etc.
- Interacts and communicates with various groups and individuals such as Fire Chief, other department supervisors, other city employees, business/property owners, tenants, contractors, architects, engineers, attorneys, and the public.
- Upon identification of life safety hazards, immediately notifies all personnel of hazards found that could result in injury or death.
- Maintains the South Carolina Fire Safe Community designation for the City of Isle of Palms
- Consultant of fire code requirements for the residential short-term rental program.
- Coordinates July 4th fireworks inspections, logistics and permits with the vendor as needed.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent.
- College Degree (Preferred)
- Five (5) years of related fire service experience, which includes three (3) years of fire inspection experience.
- Or equivalent education and/or experience; and
- NFPA / IFSAC Firefighter II
- Possession of valid South Carolina Class E driver's license within 6 months of hire / assuming position.
- Successful completion of South Carolina Fire Academy EVDT course (Emergency Vehicle Driver's Training) within 6 months of hire / assuming position.
- Possession and maintenance of CPR certification.
- Possession of NIMS 100, 200, 700, 800, 300, and 400 within 6 months of hire / assuming position.
- Possession of South Carolina Resident Fire Marshal's certification.
- International Code Council - Fire Plans Examiner. (Preferred)
- International Association of Arson Investigators - Fire Investigation Technician. (Preferred)
- International Fire Service Accreditation Congress - Fire and Life Safety Educator (Preferred)