



VACANCY ANNOUNCEMENT

COLUMBUS FIRE & RESCUE

Fire Inspector / EMS Liaison Officer

Reports To: Fire Marshal

FLSA Status: Exempt – Not Eligible for Overtime Pay

Employment Status: Full-Time

Annual Base Salary

\$55,120.00 annually (\$26.50/hour based on 2,080 hours annually)

CLOSING DATE: OCTOBER 22, 2026

A. PURPOSE OF POSITION

The Fire Inspector/EMS Liaison Officer is responsible for administering the Department's fire prevention, fire inspection, code enforcement, fire investigation, public fire safety, and emergency medical services coordination programs.

Assigned to the **Fire Inspection Division**, this position performs fire inspections, enforces adopted fire and life safety codes, conducts fire investigations, reviews construction plans for fire code compliance, coordinates public education programs, and serves as the Department's primary Emergency Medical Services (EMS) Liaison.

The position is also responsible for scheduling departmental EMS continuing education, maintaining EMS certification records, coordinating EMT and Paramedic recertifications, and instructing EMT and Paramedic courses for Columbus Fire & Rescue personnel. This position ensures compliance with all applicable fire codes, state EMS regulations, and departmental policies while promoting community risk reduction and excellence in emergency medical services.

B. JOB CONTEXT

The Fire Inspector/EMS Liaison Officer is a full-time permanent position assigned to the **Fire Inspection Division** of Columbus Fire & Rescue.

The position reports directly to the **Fire Marshal** and is responsible for assisting in the administration of the Department's Fire Prevention Division. The employee conducts commercial fire inspections, enforces adopted fire codes, performs plan reviews, investigates fires, coordinates EMS training and certification programs, and serves as the Department's liaison with EMS providers, hospitals, healthcare agencies, emergency management organizations, and other public safety partners.

The Fire Inspector/EMS Liaison Officer works closely with the Fire Marshal, Fire Chief, Assistant Fire Chief, suppression personnel, city departments, contractors, business owners, healthcare providers, and regulatory agencies to improve life safety, fire prevention, and emergency medical services throughout the City of Columbus.

C. MAJOR DUTIES AND RESPONSIBILITIES

(Duties are illustrative and are not intended to be all-inclusive.)

Fire Inspection, Prevention and Code Enforcement

1. Inspect all commercial, industrial, institutional, educational, healthcare, assembly, and public occupancy buildings for compliance with adopted fire and life safety codes.
2. Conduct inspections of new businesses prior to occupancy.
3. Perform annual inspections of commercial occupancies, day care centers, nursing homes, schools, apartments, hotels, healthcare facilities, and other regulated occupancies.
4. Conduct follow-up inspections to ensure correction of fire code violations.
5. Consult with contractors, engineers, architects, developers, builders, property owners, business owners, and city officials regarding fire code requirements and construction projects.

6. Review building plans, fire protection systems, and construction documents for compliance with adopted fire codes.
 7. Enforce City ordinances relating to fire lanes, hazardous materials, occupancy loads, and life safety regulations.
 8. Conduct inspections resulting from citizen complaints regarding fire hazards and unsafe conditions.
 9. Ensure compliance of sprinkler systems, fire alarm systems, standpipe systems, fire extinguishers, commercial kitchen hood suppression systems, emergency lighting, exit signs, and Knox Box installations.
 10. Issue burn permits in accordance with departmental policies and City ordinances.
 11. Maintain complete inspection files, violation notices, permits, plan reviews, and enforcement records.
 12. Prepare written reports documenting inspections, violations, corrective actions, and recommendations.
 13. Assist in maintaining current business occupancy records and inspection databases.
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Fire Investigation

14. Assist the Fire Marshal with fire and explosion investigations.
 15. Determine the origin and cause of fires using accepted investigative practices.
 16. Collect, preserve, and document evidence.
 17. Prepare fire investigation reports.
 18. Coordinate with law enforcement agencies and prosecutors when criminal activity is suspected.
 19. Testify in municipal, county, state, or federal court concerning fire investigations or fire code enforcement actions.
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EMS Liaison and Training Responsibilities

20. Serve as Columbus Fire & Rescue's primary liaison with ambulance services, hospitals, emergency departments, emergency management agencies, medical directors, public health officials, and regional EMS organizations.
21. Coordinate EMS operational issues, protocol updates, quality improvement initiatives, and interagency communications.
22. Schedule all departmental EMT and Paramedic continuing education, refresher courses, and certification training.
23. Maintain accurate records of EMT and Paramedic certifications, continuing education hours, state licensure requirements, and departmental EMS training records.
24. Coordinate EMT and Paramedic recertification processes to ensure all personnel maintain required certifications.

25. Serve as the lead instructor or coordinate instruction for EMT, Advanced EMT, CPR, ACLS, PALS, and Paramedic courses conducted for Columbus Fire & Rescue personnel.
 26. Develop annual EMS training schedules and ensure compliance with Mississippi State Department of Health EMS continuing education requirements.
 27. Coordinate EMS training with medical directors, educational institutions, state EMS officials, and regional training partners.
 28. Participate in regional EMS planning committees, healthcare coalitions, and emergency preparedness meetings.
 29. Coordinate department participation in mass casualty incident planning, disaster preparedness exercises, and multi-agency EMS responses.
 30. Assist in EMS quality assurance and performance improvement initiatives.
 31. Coordinate mutual aid agreements involving EMS operations.
 32. Participate in post-incident reviews and recommend improvements to EMS operations.
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Public Education

33. Develop and present fire prevention and EMS educational programs for schools, businesses, civic organizations, healthcare facilities, and the public.
 34. Coordinate Fire Prevention Week and other community risk reduction programs.
 35. Assist businesses in developing emergency evacuation plans and fire safety procedures.
 36. Monitor occupant loads for bars, nightclubs, and places of public assembly as required.
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Administrative Responsibilities

37. Prepare monthly, quarterly, and annual reports regarding inspections, investigations, EMS initiatives, public education activities, and division performance.
38. Maintain electronic inspection databases, EMS records, and departmental reporting systems.
39. Assist with grant applications related to fire prevention and EMS initiatives.
40. Recommend updates to departmental policies, procedures, fire prevention ordinances, and EMS protocols.
41. Perform other related duties as assigned by the **Fire Marshal, Assistant Fire Chief, or Fire Chief.**

The City of Columbus is an Equal Opportunity Employer