

RESOLUTION NO. 2026 – 89

TO ADOPT JOB DESCRIPTIONS FOR THE CITY OF CULLMAN

THEREFORE, BE IT RESOLVED by the Cullman City Council that the job descriptions are hereby amended to include the following:

- a) Approve eleven job descriptions for Cullman Fire Rescue Department.
- b) Approve four job descriptions for the Information Technology Department

ADOPTED BY THE CITY COUNCIL, this the 20th day of April, 2026.

President of the City Council

ATTEST:

City Clerk

APPROVED BY THE MAYOR, this the 20th day of April, 2026.

Mayor

COUNCIL AGENDA REQUEST

Date: 04/13/2026

Department: Human Resources Name: Michelle Bates

Phone: 256-775-7125 Email: mbates@cullmanal.gov

Type of request (select all that apply):

- Alcohol License
- Budget Amendment
- Contract Approval
- Public Comment
- Special Event
- Other
- Annexation
- Change Order
- Petition
- Resolution
- Tax Abatement
- Bid Award
- Codification Change
- Proclamations
- Rezoning
- Variance

Reason for Request:

Requesting the adoption of 11 job descriptions for Cullman Fire Rescue

Supporting Documentation:

Attach supporting documentation.

Signed by: Michelle Bates
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Approval Sequence:

1. Administration – City Clerk’s Office

Verifies form is completed and proper documentation is attached.

Approved to Move Forward Rejected Return to Requestor

Comments:

Signed by: Wes Moore Date: April 13, 2026 | 3:21 PM CDT
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2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward Rejected Return to Admin

Comments:

Signed by: Kim Hall Date: April 14, 2026 | 8:54 AM CDT
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3. Council President

Approved for Council Agenda Rejected Return to Committee

Comments:

Signed by: Kim Hall Date: April 15, 2026 | 7:59 AM CDT
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 04/20/2026

Comments:

Signed by: Wes Moore Date: 04/15/2026
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COUNCIL AGENDA REQUEST

Date: 04/13/2026

Department: Human Resources Name: Michelle Bates

Phone: 256-775-7125 Email: mbates@cullmanal.gov

Type of request (select all that apply):

- Alcohol License
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- Petition
- Resolution
- Tax Abatement
- Bid Award
- Codification Change
- Proclamations
- Rezoning
- Variance

Reason for Request:

Requesting the adoption of four updated job descriptions for the Information Technology Department

Supporting Documentation:

Attach supporting documentation.

Signed by: Michelle Bates
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Approval Sequence:

1. Administration – City Clerk’s Office

Verifies form is completed and proper documentation is attached.

Approved to Move Forward Rejected Return to Requestor

Comments:

Signed by: Wes Moore Date: April 13, 2026 | 2:54 PM CDT
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2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward Rejected Return to Admin

Comments:

Signed by: Kim Hall Date: April 14, 2026 | 8:55 AM CDT
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3. Council President

Approved for Council Agenda Rejected Return to Committee

Comments:

Signed by: Kim Hall Date: April 15, 2026 | 7:56 AM CDT
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 04/20/2026

Comments:

Signed by: Wes Moore Date: 04/15/2026
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City of Cullman Job Description

Position Title: Lieutenant of Administration

Department: Fire and Rescue

MISSION STATEMENT:

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Fire Marshal

Compensation: Full-Time / Hourly

Description:

This position is part of the overall fire department team with responsibility for clerical duties of the fire department as well as assisting the Captain of Administration with EMS management responsibilities, EMS/Fire response, upcoming projects including grants, ISO requirements, reports, scheduling, record keeping, and statistical tracking.

An employee in this class is responsible for organizing and maintaining an efficiently run office. General duties include:

- Operation of office equipment, computer knowledge of word processing, spread sheet, and record keeping.
- Maintenance of a well-organized filing system, for both paper and electronic documents.
- Writing and transcribing correspondence and reports.
- Requisitioning, purchasing and receiving materials and equipment for the department, as well as arranging for repair of current equipment.
- Receiving, correlating and approving invoices for purchases and keeping records of transactions.
- Serving as fire department receptionist to visitors and telephone callers.
- Calculation, preparation, and documentation of payroll records for all department members.
- Compiling information for grant applications, responsibility for records necessary for ISO correspondence, statistical tracking of department activities and scheduling of department events for stations and administrative members.

The work is subject to the general supervision of the Fire Chief.

Detailed Work Activities:

- Manages and maintains fire department documents including but not limited to: incident reports, payroll, personnel files, staffing records, overtime logs, truck maintenance, inventory, Tier II files, department budget, invoices, purchase orders, uniform allotment, grant applications, correspondence and status, certifications, equipment files, hydrant and hose test results, and general correspondence.
- Manages department inventory including requisitioning, purchasing and receiving supplies.
- Manages, compiles, and organizes required data for ISO survey determining department rating.
- Manages and maintains and reports incident records for department annual statistical reports.
- Manages information necessary to compile grant data, information and applications.
- Manages payroll, overtime, staffing and cost analysis for personnel.
- Answers phones and greets visitors in the fire department administrative offices.
- Writes or transcribes correspondence and records for the fire department.
- Compiles, records, and disseminates, data relating to fire department response
- Maintains all office equipment ensuring clean, well-functioning condition
- Accurately completes and submits all required reports
- Monitors and maintains stock of supplies.
- Acts as administrative assistant to the Fire Chief and does required work as necessary.
- May be asked to staff EMA agency or dispatch to assist during emergency or crisis situations.
- Performs related work as required.

Qualifications:

Education: Individuals must have a High School Diploma or equivalent.

Experience Although no previous work experience is required, preference may be given to a candidate with a background in clerical work and familiarity with the office environment.

Certifications: Individuals must meet all the necessary requirements of the National Incident Management System for his/her classification

Knowledge, Skills, Abilities:

Individuals must be familiar with systems for filing and maintaining records in a well-organized and efficient manner. They must be familiar with various types of computer software for word processing, preparing spreadsheets, record keeping, reports, etc. Individuals must have a thorough knowledge of:

- Current policies and procedures that apply to all aspects of this position
- Systems for filing, and maintaining records in a well-organized and efficient manner
- Various types of computer software for word processing, preparing spreadsheets, record keeping, reports, etc.
- National Incident Management System procedures
- Personnel rules, department policies and procedures
- Grant writing procedures and guidelines
- General accounting and payroll procedures
- Clerical correspondence and record procedures
- Inventory guidelines
- Personnel records and certification guidelines
- ISO updates and guidelines

In addition to this knowledge, individual must have the ability to:

- Plan, organize and complete work in a timely manner
- Handle several various tasks and assignments in a professional and timely manner
- Express ideas clearly, both orally and in writing
- Handle confidential information in a professional manner
- Maintain an effective working relationship with other department members, city employees, various vendors and manufacturers, and the public

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Battalion Chief

Department: Fire Rescue

MISSION STATEMENT:

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Reports to: Deputy Fire Chief

Compensation: Full-Time / Salary OT Exempt

Description:

This position is part of the overall management team of the fire department and is supervisory and administrative subject to the general supervision of a superior officer. Employees are required to attend mandatory training and safety classes.

Detailed Work Activities:

Personnel Supervision

- Supervises company officers and firefighters within the battalion
- Conducts performance evaluations and provides leadership development
- Enforces departmental policies, procedures, and standards

Emergency Operations Command

- Serves as Incident Commander at emergency scenes (fires, rescues, hazardous materials incidents)
- Establishes and manages command structure using ICS
- Coordinates multi-agency responses and mutual aid
- Ensures firefighter safety and accountability on scene
- May at times be engaged in fire suppression activities as needed or requested

Training & Professional Development

- Oversees battalion-level training programs
- Ensures compliance with required certifications and continuing education
- Communicates with the Training Officer training needs and coordinate drills/exercises
- Obeys, supports and enforces the department rules, regulations, policies, procedures and

all laws and ordinances of the City of Cullman requiring the same of subordinates.

Administrative Duties

- Prepares accurate reports on incidents, personnel, and operations
- Assists in budget planning and resource allocation
- Maintains records related to staffing, equipment, and compliance

Other Duties:

- Inspects the fire station, grounds, equipment and apparatus for satisfactory conditions.
- Sets a good example for subordinates and requires subordinates to meet all required standards of conduct and performance
- Documents when an employee violates City of Cullman or Fire Department Rules, Regulations, Policies, Directives or Orders.
- Hears and investigates personnel grievances and public complaints involving Fire Department personnel and reports findings to the Deputy Fire Chief in writing.
- Creates a motivational atmosphere for subordinates and maintains a positive attitude and respectful behavior, building teamwork and cooperation among all Fire/Rescue personnel
- Is responsible for preparation of pre-fire plans of properties as assigned.
- Has full authority to recall off-duty members, as he/she deems necessary for the good of the department.
- Supervises Company Officers and Company operations in his/her division.
- Performs skills evaluations of all members each trimester and documents for future reference
- Ensures that company officers report in a timely manner documents that may include but are not limited to leave time forms, overtime forms, monthly reports, work requests, inventories, etc.
- Updates the roster as soon as possible to determine where and how to best manage staffing
- Ensures there are adequate officers on duty in stations. Makes inquiries of all company officers as to any problems they may have
- Schedules leave requests and vacations as they pertain to personnel within his/her division.
- Responsible for maintaining balanced company strength on his/her shift
- Assists the Deputy Fire Chief in reviewing and recommending promotions and promotional procedures.
- Responsible for the proper wearing of various department uniforms, concerning all members of the Fire/Rescue.
- Is subject to and available for call-in and if called-in respond in a timely manner to the designated location. Call rotation schedule.
- Keeps informed of modern firefighting techniques and special operations and attend fire protection conferences and other fire related training opportunities
- Conducts evaluations of immediate subordinate personnel, reviews evaluations of other personnel assigned to shift, and provides feedback to subordinate personnel

- Investigates and documents all Fire/Rescue vehicle accidents
- Actively supports the decisions and policies of the City and fire administration and performs related duties as deemed necessary and assigned by the Fire Chief

Qualifications:

Education: Individuals in this position must meet all the certifications and requirements outlined in the CFR job description for Fire Lieutenant.

Experience: Personnel assigned to this position must have 5 years' experience with command experience and complete both a written and practical test of job-related skills and the assessment process. * EMT – Advanced or above Preferred*

Certification Requirements:

In addition to the Fire Lieutenant certifications the individual classified into this position must successfully receive the following certifications within 2 years from classification as Battalion Chief:

- Fire Officer III NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- NIMS – Required courses as set forth departmentally
- Public Information Officer – Basic

Knowledge, Skills, Abilities:

Individuals must have a thorough knowledge of:

- Modern fire suppression, fire prevention, hazardous materials and emergency medical and rescue methods
- Operation and maintenance of apparatus and equipment necessary for fire suppression, fire prevention, hazardous materials and emergency medical procedures
- Building construction as it relates to fire suppression and firefighter safety
- Personnel rules, department policies and procedures, and chain of command
- The National Incident Management System
- Geography and street layout of the city, structural conditions of buildings, extraordinary hazards and preplans

In addition to this knowledge, individuals should display:

- Strong leadership and decision-making under pressure
- In-depth knowledge of fire suppression, rescue operations, and safety protocols
- Proficiency in ICS and emergency management principles
- Ability to manage personnel, conflict resolution, and team development
- Effective communication and report writing skills

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Administrative Captain

Department: Fire Administration

MISSION STATEMENT:

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Deputy Chief

Compensation: Full-Time / Salary OT Exempt

Description:

This position consists of job-related duties in emergency medical services, fire administrative office management, supervisory and administrative duties.

In addition to meeting the scope of work requirements in this individual's current firefighting position, individuals in this class are solely responsible for supervising all EMS related circumstances for the fire department. This individual must work in conjunction with the Medical Director. The work also involves supervisory responsibility for instructing, training and drilling all fire department personnel in EMS related skills. Training will be coordinated in conjunction with the Division Chief of Training & Safety. Employee is the commanding officer and is responsible for supervising all fire department members in EMS policies, guidelines and protocols under the direction of the Fire Chief. Individual shall supervise, coordinate the fire administrative office and track all disbursement of drugs, medical supplies, and controlled substances. Individual is responsible for the stocking and disbursement of all medical supplies for the fire department. They shall be responsible for maintaining EMS related records and filing the State EMS required documentation. The individual is responsible for ensuring department EMS licensure and member EMS certifications are kept current, and to ensure that all updates of materials, equipment, certification, etc. are maintained effectively. Individuals shall coordinate tasks as directed at EMS incidents or other incidents as required by the Incident Commander which include and are not limited to rehabilitation of personnel, working and coordinating with ambulance and medical personnel on scene. Employees are required to attend mandatory training and safety classes.

Detailed Work Activities:

- They shall be the supervising OFFICER of all EMS related to the department.
- Maintains quality control activities for fire administrative office and EMS operations.

- Coordinates the tracking and disbursement of all drugs, controlled substances, and medical supplies for the department.
- Performs initial investigation into EMS complaints and recommends action to the Fire Chief.
- Acts as Hospital Liaison in the absence of the Fire Chief.
- Tracks disbursement of and repairs to EMS equipment.
- Orders EMS supplies and is responsible for the disbursement of supplies.
- Makes budget recommendations to the Fire Chief for EMS supplies, equipment, apparatus, personnel and operations.
- Recommends training topics and classes for inclusion in the annual EMS recertification program in conjunction with the Division Chief of Training & Safety.
- Reviews protocols with EMS personnel.
- Reviews and coordinates the completeness of EMS incident reports in data base and file EMS reports with the State.
- Accurately completes and submits all required reports in a timely manner.
- May at times be engaged in fire suppression activities as needed or requested.

Qualifications:

Education: An Associate Degree in Emergency Medical Services/Fire Science is desired but not required. Individual must be a certified Emergency Medical Technician – Level Paramedic. This education is in addition to educational requirements for individual’s current firefighting position.

Experience: Personnel assigned to this position must have met the experience, certifications and requirements outlined in the job description for Fire Fighter with 5 years in the fire service.

Certification Requirements: In addition to the fire certifications the individual classified into this position must successfully receive the following certifications within 2 years from classification:

- Fire Officer I NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- Fire Officer II NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- Fire Officer III NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- NIMS: Required courses as set forth departmentally
- Public Information Officer – Basic
- ACLS- Advanced Cardiac Life Support
- BTLS–Basic Trauma Life Support
- PALS–Pediatric Advanced Life Support

Knowledge, Skills, Abilities:

Individuals must have a thorough knowledge of:

- Modern fire suppression, fire prevention, hazardous materials and emergency medical and rescue methods
- Operation and maintenance of apparatus and equipment necessary for fire suppression, fire prevention, hazardous materials and emergency medical procedures
- Building construction as it relates to fire suppression and firefighter safety
- Personnel rules, department policies and procedures, and chain of command the National Incident Management System
- Geography and street layout of the city, structural conditions of buildings, extraordinary hazards and preplans

In addition to this knowledge, individuals should display:

- Strong leadership and decision-making under pressure
- In-depth knowledge of fire suppression, rescue operations, and safety protocols
- Proficiency in ICS and emergency management principles
- Ability to manage personnel, conflict resolution, and team development
- Effective communication and report writing skills

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Deputy Fire Chief

Department: Fire Administration

MISSION STATEMENT:

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Reports to: Fire Chief

Compensation: Full-Time / Salary OT Exempt

Description:

The Deputy Fire Chief is the senior leadership position responsible for assisting the Fire Chief in managing the overall operations, administration, and strategic direction of the fire department. This role oversees emergency response readiness, personnel management, training programs, fire prevention initiatives, and ensures compliance with all applicable laws, regulations, and safety standards.

Scope of Work:

- Manage and direct the 48/96 personnel day-to-day operations.
- In the absence of the Fire Chief, assumes command of firefighting activities at major fire and/or catastrophic emergencies
- Performs highly responsible managerial and administrative work involved in the planning, organizing, and directing of fire department 48/96 shift personnel activities
- Responsible for compliance with departmental policies, operating guidelines, and special instructions from the Fire Chief.
- Assists with goal setting and evaluates outcome.
- Establishes and maintain an effective working relationship with staff, city officials, community organizations, and other agencies.

Detailed Work Activities:

Leadership & Administration

- Assists the Fire Chief in planning, organizing, and directing all departmental operations
- Acts on behalf of the Fire Chief in their absence
- Develops and implements departmental policies, procedures, and strategic initiatives

- Prepares and manages budgets, reports, and operational plans

Operations Management

- Oversees daily emergency response operations, including fire suppression, rescue, EMS, and disaster response
- Ensures readiness of personnel, equipment, and apparatus
- Coordinates multi-agency responses during major incidents
- Monitors and evaluates operational effectiveness and implements improvements

Personnel Management

- Supervises, mentors, and evaluates fire department staff
- Assists with hiring, promotions, discipline, and performance management
- Promotes a culture of safety, accountability, and professionalism
- Addresses employee concerns and supports workforce development

Training & Development

- Oversees training programs to ensure compliance with state and federal standards
- Ensures personnel maintain required certifications and competencies
- Supports leadership development and succession planning initiatives

Fire Prevention & Community Relations

- Supports fire prevention programs, inspections, and code enforcement
- Represents the department in public meetings, community events, and interagency collaborations
- Promotes public education on fire safety and emergency preparedness

Compliance & Safety

- Ensures adherence to local, state, and federal regulations
- Maintains department accreditation standards where applicable
- Leads internal safety programs and risk management initiatives

Other duties include:

- Documents when an employee violates City of Cullman or Fire Department Rules, Regulations, Policies, Directives or Orders
- Hears and investigates personnel grievances and public complaints involving Fire Department personnel and report findings to the Fire Chief in writing.
- Creates a motivational atmosphere for subordinates and maintains a positive attitude and respectful behavior, building teamwork and cooperation among all Fire/Rescue personnel
- Provides general direction, supervision, and evaluation of the department 48/96 personnel
- Receives and investigates public inquiries about Fire Department operations and follows up to ensure adequate resolution
- Participates in the hiring, promotion, and discipline of fire department employees
- Ensures proper collection and maintenance of all required documents and records
- Monitors departmental expenditures and assist in budget preparation

- Oversees, schedules and provides for maintenance on all apparatus and equipment required to keep them operational and in service including annual testing and record keeping
- Makes recommendations to the Fire Chief regarding promotions and promotional procedures
- Actively supports the decisions and policies of the City and fire administration and performs related duties as deemed necessary and assigned by the Fire Chief.

Qualifications:

Education: Individuals in this position must meet all the certifications and requirements outlined in the CFR job description for Battalion Chief.

Experience: Personnel assigned to this position must have 10 years' experience with command experience. Associate's degree in Fire Science, Public Administration, or related field and EMT – Advanced or above Preferred*

Certification Requirements:

In addition to the Battalion Chief certifications the individual classified into this position must successfully receive the following certifications within 2 years from classification as Battalion Chief:

- Fire Officer IV NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- NIMS – Required courses as set forth departmentally
- Public Information Officer – Basic

Knowledge, Skills, Abilities:

Individuals must have:

- Strong leadership and decision-making skills under high-pressure situations
- Extensive knowledge in modern fire suppression, fire prevention, hazardous materials and emergency medical and rescue methods
- Excellent communication and interpersonal skills
- The ability to analyze complex situations and develop effective solutions
- Proficiency in budgeting, planning and organizational management
- Effective communication and report writing skills

In addition, they must have a thorough knowledge of:

- Operation and maintenance of apparatus and equipment necessary for fire suppression, fire prevention, hazardous materials and emergency medical procedures

- Building construction as it relates to fire suppression and firefighter safety
- Personnel rules, department policies and procedures, and chain of command
- The National Incident Management System
- Planning needs for large scale special events
- Geography and street layout of the city, structural conditions of buildings, extraordinary hazards and preplans

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Division Chief of Training and Safety

Department: Fire Administration

MISSION STATEMENT:

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Reports to: Deputy Chief

Compensation: Full-Time / Salary OT Exempt

Description:

This position is part of the overall management team of the fire department and is supervisory and administrative.

Personnel in this class are responsible for planning, assigning and supervising personnel in a training program for all fire department personnel. Work involves responsibility for providing training in primary and advanced methods related to fire prevention, fire suppression, hazardous materials response, emergency medical procedures and safety. Work is subject to general supervision by the Deputy Fire Chief. The individual serves as superior officer as related to training and safety. Employees are required to attend mandatory training and safety classes.

Detailed Work Activities:

- Directs the planning of a comprehensive program of classes to train all firefighting personnel in principles and operation of fire department apparatus and related equipment.
- Researches and compiles information to be used in training. Organizes training materials for effective presentation.
- Supervises and oversees training in all aspects of fire department operations.
- Prepares instructional aids. Observes fire department operations; may photograph actual operations for use as visual aids in class presentations.
- Confers with company officers and other superior officers to develop ideas and methods for modifying or improving training programs. Assigns training schedules to company officers.
- Prepares oral or written examinations as needed.
- Selects appropriate outside training/education activities and recommends fire department personnel to classes appropriate to their jobs.
- Investigates accidents and injuries involving fire department equipment and personnel and makes reports to the Deputy Fire Chief.

- Prepares training budget and makes budget recommendations to the Fire Chief for training and safety program.
- Acts as overall scene Safety Officer on incidents.

Qualifications:

Education: An Associate Degree in Emergency Medical Services/Fire Science is desired but not required. Individual must be a certified Emergency Medical Technician – Level Paramedic. This education is in addition to educational requirements for individual’s current firefighting position.

Experience: Personnel assigned to this position must have met the experience, certifications and requirements outlined in the job description for Fire Fighter with 5 years in the fire service.

Certification Requirements: In addition to the fire certifications the individual classified into this position must successfully receive the following certifications within 2 years from classification:

- Fire Officer I NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- Fire Officer II NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- Fire Officer III NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- NIMS: Required courses as set forth departmentally
- Public Information Officer – Basic
- ACLS- Advanced Cardiac Life Support
- BTLS–Basic Trauma Life Support
- PALS–Pediatric Advanced Life Support

Knowledge, Skills, Abilities:

Individuals must have a thorough knowledge of:

- Modern fire suppression, fire prevention, hazardous materials and emergency medical and rescue methods
- Operation and maintenance of equipment necessary for fire suppression, fire prevention, hazardous materials and emergency medical procedures
- Building construction as it relates to fire suppression and firefighter safety
- Personnel rules, department policies, procedures and chain of command
- National Incident Management System
- Geography and street layout of the city
- Operation and use of fire suppression and emergency medical equipment and apparatus and be skilled in their applications of EMS department protocol.

In addition to this knowledge, Individual must have the ability to:

- Plan, layout, and direct the work of several personnel under emergency conditions and in routine work
- Instruct and train others in emergency medical procedures and other job-related skills and knowledge
- Command and maintain discipline
- Communicate effectively in oral and written form
- Interact effectively with the public
- Manage fire administrative office and related duties

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Fire Chief

Department: Fire and Rescue

MISSION STATEMENT:

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Reports to: The Fire Chief receives administrative direction from, and reports to, the Mayor and receives strategic support from the City Council

Compensation: Salary / Exempt

Description:

This position is supervisory and administrative in the overall management of the Fire Department. This position is appointed by the City Council.

Scope of Work:

- Ensure the safest and most effective departmental multi-hazard prevention and response efforts to protect lives and property in the community.
- Lead by example to foster a positive work environment and provide visionary leadership.
- Provide exceptional leadership and direction for all fire department personnel, functions, and operations.
- Establish and maintain an effective working relationship with staff, city officials, community organizations, and other agencies.
- Create verbal and written presentations that include, but are not limited to, budget proposals, grant proposals, and speaking engagements that inform the community and city officials about fire department goals.
- Review the general operation of the fire department to identify areas for improvement and provide direction on major projects developing and implementing policies and procedures relating to strategic planning.
- Manage the departmental budget and allocate resources efficiently.

Detailed Work Activities:

- Provides general direction, supervision, and evaluation of all fire department personnel, including employee safety, training, and job performance.
- Recommends the selection, retention, transfer, promotion and separation of employees within the department
- Ensures personnel within the department are knowledgeable and aware of personnel polices and standard operating guides
- Carries out duties and responsibilities as provided within the City of Cullman personnel rules
- Demonstrates leadership by leading by example, setting a compelling vision, and establishing strategic goals.

- Establishes performance standards and ensures accountability
- Develops and enforces safety policies in compliance with local, state, and federal regulations
- Commands and orchestrates multi-hazard incident response operations ensuring a safe, coordinated, and efficient response to incidents.
- Coordinates with other city departments during emergency response related to weather events, and infrastructure failures
- Provides mentorship and supervision to department personnel, fostering a culture of professionalism, continuous training, and exceptional performance.
- Exhibits financial aptitude by effectively managing the department's budget, allocating resources judiciously, and actively pursuing grant opportunities to enhance operational capabilities.
- Receives and investigates public inquiries about fire department operations and follows up to ensure adequate resolution.
- May be required to attend and present departmental updates at City Council meetings or work sessions
- Provides monthly departmental updates to the City Council Chair
- Represents the department in public forums related to fire and rescue
- Supports citywide initiatives, infrastructure expansion, and economic development projects
- Prepares or review plans and specifications for the supplies, services, and contracts.
- Prepares plans for adequate Fire/EMS coverage and overall response to large special events.
- Participates in the hiring, promotion, and discipline of the fire department employees.
- Plans, schedules, and assigns work details to the fire department personnel.
- Provides support of a health maintenance program for the fire department
- Provides support for a member assistance program for the fire department.
- Determines the funds necessary to operate the department for a fiscal year and prepares a budget as prescribed by the mayor and city council.
- Assists in multi-year capital improvement forecasting and planning
- Actively seeks, applies for, and administers federal, state and regional grants to support the financial goals of the fire department
- Coordinates with finance and administration staff to ensure compliance with grant requirements and reporting standards
- Monitors expenditures and ensures cost-effective use of materials, equipment, and labor.
- Develops and administers operating policies and procedures for fire department activities.
- Maintains required documents and records.
- May at times be engaged in fire suppression activities as needed or requested.
- Performs related work as required.
- Maintains an inventory of station, apparatus, and personal equipment.
- Assumes responsibility for all Fire Department activities and operations.

MINIMUM QUALIFICATIONS

Applicants must:

- Possess and maintain a valid Alabama Driver License.

- Possess and maintain Fire Fighter I/II based on NFPA 1001, Standard for Fire Fighter Professional Qualifications as adopted by the Alabama Fire College Personnel Standards and Education Commission.
- Possess and maintain a State of Alabama Emergency Medical Technician (EMT) License.
- Possess and maintain Hazardous Materials Technician Certification or comparable education relating to hazardous materials response.
- Have a minimum of ten (10) years of service in the career (professional) fire service, with exceptional experience at the level of Battalion Chief or higher, or equivalent duties and responsibilities commensurate with the position.
- Be available as needed on a 24-hour basis.

NOTE: Administrative Code 360-X-2-.05 (Special Certification for Fire Chief) may be applied in lieu of minimum Fire Fighter I/II qualifications.

PREFERRED QUALIFICATIONS:

Education:

- An associate degree, or higher, in fire science or other fire service-related field
- Fire Officer IV
- State of Alabama EMT – Paramedic
- Fire Instructor II
- Apparatus Operator- Pumper
- Apparatus Operator- Aerial
- Fire Inspector I
- Fire Investigator
- Public Information Officer

Experience:

Battalion Chief or higher level of experience with Cullman Fire Rescue

Performance Expectations:

The Fire Chief will:

- Maintain safe standards for community fire and rescue services
- Submit an annual strategic, and financially responsible capital plan prior to budget adoption
- When applicable, secure external funding sources to maximize taxpayer investment
- Support Cullman's long-term infrastructure and economic growth strategy
- Ensure efficient and transparent use of public resources
- Foster a culture of accountability, teamwork, and service excellence

KNOWLEDGE AND SKILLS:

Individuals must have a thorough knowledge of:

- Modern fire suppression, fire prevention, hazardous materials, and emergency medical and rescue methods

- Large Special Event Planning
- Operation and maintenance of equipment necessary for fire suppression, fire prevention, hazardous materials, and emergency medical procedures
- Building construction as it relates to fire suppression and firefighter safety.
- Personnel rules, department policies, procedures, and chain of command
- Incident Command System
- Operation and use of fire suppression and emergency medical equipment and apparatus
- Modern management techniques as they relate to fire and rescue services.
- Municipal administrative structures, statutory responsibilities, and their relationship with other levels of government
- Knowledge of safety regulations and risk management best practices

Skill to:

- Correctly interpret and apply laws, standards, and polices as they apply to the fire service.
- Evaluate, monitor, and diligently work toward continual improvement in service delivery.
- Plan, layout, and direct the work of a number of subordinates under emergency conditions and in routine work.
- Instruct and train others in fire prevention, fire suppression, hazardous materials, emergency medical procedures, and other job-related skills and knowledge.
- Establish and maintain effective working relationships with subordinates, administration personnel and other city employees.
- Command respect, maintain discipline and foster a positive work environment.
- Express ideas clearly, both orally and in writing.
- Stay informed about civic concerns.
- Present a genial, temperate, and professional demeanor with the public always.
- Prepare reports and budget requests for the department.
- Develop data-informed plans and capital improvement schedules
- Be proficient in budgeting, procurement, and public-sector fiscal management
- Communicate effectively and professionally with city officials.

City of Cullman Job Description

Position Title: Fire Engineer

Department: Fire and Rescue

MISSION STATEMENT:

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Lieutenant

Compensation: Full-Time / Hourly

Description:

Employees in this class drive and operate aerial apparatus, pumpers, and other fire department response vehicles. At an incident, an engineer is responsible for effective operations of apparatus, equipment and water supply. Employees in this class may also assist with drilling, training and instructing Firefighters.

A Fire Engineer reports to a superior officer on administrative matters, and at an incident may be under the command of any officer of higher rank. Work is normally performed under limited supervision in accordance with well-defined procedures and assignments are received from departmental superiors in fire suppression, rescue, hazardous materials responses, emergency medical situations, and at the stations.

In the absence of a shift Lieutenant, an Engineer may be designated as the Officer in Charge and will assume the responsibilities of a Lieutenant. Employees are required to attend mandatory training and safety classes.

Detailed Work Activities:

- Responds to fire alarms, hazardous material incidents and emergency medical calls.
- Determines route to be taken by responding company. Directs work of firefighters pending arrival of a superior officer. Supervises and participates in stretching of hose lines, placing ladders, directing water streams, ventilating buildings, rescuing persons, placing salvage covers, and providing emergency medical care.
- Drives and operates aerial apparatus, pumpers and other fire department vehicles and equipment
- Participates in cleaning, inspection and return to proper standby position of company equipment and apparatus, during their tour.
- Assists in cleaning the station, equipment and apparatus on an assigned shift. May instruct and drill other employees in firefighting methods and techniques and other job-related subjects. Transmits orders and information

- Makes periodic inspections of city to become familiar with physical layout of buildings and location and condition of fire hydrants and streets.
- Accurately completes and submits all required reports.
- Practices safety at stations, enroute, and on scenes.
- May at times be engaged in fire suppression activities as needed or requested.
- Performs related work as required.
- Must maintain a positive attitude and respectful behavior.

Qualifications:

Education: Individuals in this position must meet all the certifications and requirements outlined in the CFR job description for Fire Fighter.

Experience: Applicants must have 2 years in the fire service and 6 months as a Firefighter with Cullman Fire Rescue and must complete both a written and practical test of job-related skills and the assessment process.

* EMT – Advanced or above Preferred *

Certification Requirements:

In addition to the Fire Fighter certifications the individual classified into this position must hold certifications in the following to benchmark for Engineer rank:

- Apparatus Operator/Driver – Pumper NFPA 1002 – *Standard for Fire Apparatus Driver/Operator Professional Qualifications* (40 hours)
- Apparatus Operator/Driver – Aerial NFPA 1002 – *Standard for Fire Apparatus Driver/Operator Professional Qualifications* (40 hours)
- Fire Instructor I NFPA 1041 – *Standard for Fire Service Instructor Professional Qualifications (40 Hours)*

Knowledge, Skills, Abilities:

Individuals must possess a working knowledge of:

- Geography of the city, including locations of streets and hydrants
- Modern firefighting principles, practices, and procedures
- Operation and maintenance of various types of apparatus and equipment
- Personnel rules, department policies, rules and chain of command
- Fire prevention, fire suppression, hazardous materials and emergency medical procedures

In addition to this knowledge, individuals should have the ability to:

- Supervise the effective use of apparatus and equipment
- Analyze situations correctly and quickly
- Adapt effective course action regarding surrounding hazards,

- Plan, assign, and supervise the work of subordinates at incidents and stations
train and instruct firefighters in fire principles, practices and procedures

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Fire Inspector

Department: Fire and Rescue

MISSION STATEMENT:

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Fire Marshal

Compensation: Full-Time / Hourly

Description:

This position consists of job-related duties in fire prevention and code enforcement and is non-supervisory and minimally administrative.

Personnel in this class are responsible for improving standards of public safety through inspection of all types of buildings and occupancy classifications for compliance with applicable codes and standards and other laws. Work also involves performing public relation activities to stimulate general recognition of fire and life safety hazards and building hazards and preventative methods. This individual also assists the Fire Marshal in fire origin and cause investigations. Work is normally performed with limited supervision in accordance with well-defined procedures; and assignments are generally received from the Fire Marshal or Fire Chief. Employees are required to attend mandatory training and safety classes.

Detailed Work Activities:

- Prepares written correspondence to communicate fire protection and prevention practices that are concise, reflect applicable codes, standards, and ordinances and is intended for appropriate audience. These include letters, inspection reports, complaints and memorandums.
- Recognizes, prepares and processes a permit whether issued or denied in accordance with applicable codes, standards, ordinances, policies and procedures
- Investigates common and complex complaints, given a reported situation or condition, so that complaint information is recorded, investigated and resolved.
- Recommends any modifications to codes, standards and ordinances, given a fire safety issue, so that proposed codes, standards and ordinances are correctly written while addressing the problem, need or deficiency.
- Participates in legal proceedings, given findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and presented in a professional demeanor.

- Recommends policies and procedures for delivery of inspection services so that inspections are conducted in accordance with policies of the City of Cullman and the due process of law is followed.
- Identifies occupancy classifications of a single and mixed-use building, so that each area is classified in accordance with applicable codes, standards and ordinances.
- Computes maximum allowable occupant load, analyzes means of egress elements, building area, height and occupancy classification, and construction type of new and existing buildings during field inspections/plan review.
- Determines operational readiness of new and existing fire suppression systems, fire detection and alarm systems and portable fire extinguishers given documentation and field observations so that equipment is operational, maintained, and reported.
- Evaluates fire protection systems and equipment provided for protection of life safety, a building, or a facility, given field observations and documentation, hazards protected, and system specifications so that systems are approved for occupancy or hazard protected. Evaluates installations for compliance with applicable codes, standards and ordinances so that deficiencies are identified, documented and recorded.
- Recognizes and evaluates hazardous conditions involving equipment, processes, and operations are installed in accordance with applicable codes, standards and ordinances and all deficiencies are identified, documented and recorded.
- Recognizes and determines fire growth potential in a building or space given field observations or plans, so that contents, interior finish, and construction elements can be evaluated for compliance with applicable codes, standards, and ordinances.
- Verifies and evaluates emergency planning and preparedness procedures to determine applicability to facility, building, or occupancy.
- Inspects emergency access for new and existing sites so that required access for emergency responders is provided and meets applicable codes, standards and ordinances.
- Verifies and evaluates code compliance for storage, handling, and use of flammable and combustible liquids and gases so that applicable codes, standards and ordinances are addressed.
- Performs related work as required.

Qualifications:

Education: Individuals in this position must meet all the certifications and requirements outlined in the CFR job description for Fire Fighter. An associate degree in Fire Science or other fire related field is desired but not required

Experience Personnel assigned to this position are preferred to have Fire Fighter, or higher, experience with CFR. Individuals must successfully complete written examination of job-related skills.

Certification Requirements:

In addition to the Fire Fighter certifications the individual classified into this position must successfully receive the following certifications within the stated time frame from classification as an Inspector:

- Fire Inspector I NFPA 1031 – *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* - within 6 months
- Fire Inspector II NFPA 1031 – *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* - within 18 months
- Fire Investigator NFPA 1033 – *Standard for Professional Qualifications for Fire Investigator* - within 12 months
- Fire Officer I NFPA 1021 – *Standard for Fire Officer Professional Qualifications* – within 2 years
- Fire Instructor I NFPA 1041 – *Standard for Fire Service Instructor Professional Qualifications* – within 2 years
- PIO

Knowledge, Skills, Abilities:

Individuals must possess a working knowledge of:

- Modern fire suppression principles
- Fire and life safety hazards in various occupancies and building types
- Inspection methods and techniques
- Requirements outlined in various codes, standards, laws and ordinances
- Personnel rules, department policies, procedures, and chain of command

In addition to this knowledge, individual must have the ability to:

- Perform mechanical work involved in conducting building and fire inspections
- Perform tasks with strength and agility required of the profession
- Perform a variety of tasks on hazardous surfaces such as rooftops or ladders in areas where traumatic or thermal injury is possible
- Spend extensive time outside exposed to the elements and be able to work in hot, cold, wet, dry or muddy areas
- Conduct inspections and enforce codes and regulations in a courteous but firm manner
- Express oneself clearly and concisely in oral or written communication

- Establish and maintain working relationships with other department members, city employees, contractors, design professionals, and the public

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Fire Lieutenant

Department: Fire and Rescue

MISSION STATEMENT:

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Battalion Chief

Compensation: Full-Time / Hourly

Description:

This position consists of job-related duties in fire suppression and is supervisory and minimally administrative.

A Fire Lieutenant is a first-line supervisory officer responsible for leading a fire company during emergency and non-emergency operations, ensuring personnel safety, and managing daily station activities. The role operates within the framework of the [Incident Command System \(ICS\)](#) and reports to a Battalion Chief.

The work also involves responsibility for training and drilling subordinates in job related skills. Lieutenants are responsible for conducting pre-incident tours of buildings and fire prevention pre-plans.

Detailed Work Activities:

Crew Supervision

- Directly supervises firefighters assigned to the company
- Assigns tasks and ensures operational readiness
- Maintains discipline, morale, and teamwork
- Provides coaching and mentorship to personnel

Emergency Response & Incident Management

- Responds to fires, medical emergencies, rescues, and hazardous incidents
- Serves as company officer and may act as Incident Commander at smaller incidents
- Implements tactics and strategies under ICS
- Ensures accountability, safety, and effective crew performance
- Directs firefighting personnel in stretching out hose, operating pumps, applying hose streams, raising ladders, ventilation buildings, performing rescue work, hazardous material response and emergency medical procedures.
- May at times be engaged in fire suppression activities as needed or requested

Training & Development

- Conducts daily drills and company-level training
- Ensures firefighters maintain required certifications
- Identifies performance gaps and recommends additional training

Apparatus & Equipment Management

- Ensures readiness of fire apparatus and equipment
- Conducts inspections and coordinates maintenance/repairs
- Maintains inventory of tools and supplies

Administrative Duties

- Completes incident reports and documentation
- Maintains station logs and records
- Assists with scheduling and shift coverage
- Enforces departmental policies and SOGs

Fire Prevention & Public Education

- Makes periodic inspections of city to become familiar with location of fire hydrants, fire sprinkler systems, standpipe connections and physical layout of buildings.
- Conducts inspections and pre-incident planning
- Participates in fire safety education programs
- Engages with the community on risk reduction initiatives

Other Duties:

- Responsible for safety of personnel at station, enroute, and on scene.
- May be required to fill in as a shift commander.
- Maintains discipline and respect of subordinates.
- Creates a motivational atmosphere for subordinates and maintains a positive attitude and respectful behavior.
- Administers territory tests at least once per trimester
- Receives Company monthly reports from Company Officers, no later than the third (3rd) of each month and forwards the same to the Deputy Fire Chief, no later than the sixth (6th) of each month.

Qualifications:

Education: Individual in this position must meet all the certifications and requirements outlined in the CFR job description for Fire Engineer.

Experience: Applicants must have (2) two years of service as a Firefighter at Cullman Fire Rescue or 3 years' experience as a professional firefighter and complete both a written and practical test of job-related skills and the assessment process. * EMT – Advanced or above Preferred *

Certification Requirements:

In addition to the Fire Engineer certifications the individual classified into this position must successfully receive the following certifications within 2 years from classification as a Fire Lieutenant:

- Fire Officer I NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- Fire Officer II NFPA 1021 – *Standard for Fire Officer Professional Qualifications*
- NIMS – Required courses as set forth departmentally

Knowledge, Skills, Abilities:

Individuals must have a thorough knowledge of:

- Modern fire suppression, fire prevention, hazardous materials and emergency medical and rescue methods
- Operation and maintenance of apparatus and equipment necessary for fire suppression, fire prevention, hazardous materials and emergency medical procedures
- Building construction as it relates to fire suppression and firefighter safety
- Personnel rules, department policies and procedures, and chain of command
- The National Incident Management System
- Geography and street layout of the city

In addition to this knowledge, individuals should have the ability to:

- Plan, layout, and direct the work of several subordinates at incidents and stations
- Instruct and train subordinates in fire prevention, fire suppression, hazardous material, emergency medical procedures and other job-related skills and knowledge command and maintain discipline

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Fire Marshal

Department: Fire Administration

MISSION STATEMENT:

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Deputy Chief

Compensation: Full-Time / Salary OT Exempt

Description:

This position is part of the overall management team of the fire department and is supervisory and administrative.

Personnel in this class are responsible for improving standards of public safety through inspection of all types of buildings and occupancy classifications for compliance with applicable codes and standards and other laws. Work also includes investigating origin and causes of fires and performing public relation activities to stimulate general recognition of fire and life safety hazards and building hazards and preventative methods. Individuals in this class are responsible for supervision of subordinate inspection personnel. Individuals serve as superior officers involving matters relating to fire prevention, inspections and investigations. Work is subject to general supervision of the Fire Chief. Employees are required to attend mandatory training and safety classes.

Detailed Work Activities:

(All duties listed may not be found in each position, nor does the list necessarily include all tasks that may be assigned to positions in this class.)

- Performs and supervises all duties related to fire inspector job classification.
- Generates written correspondence related to issuance of appeals so that resulting document clearly addresses the issue and is appropriate for intended audience.
- Evaluates completeness of inspection reports, checklists, completed forms so that information contained in reports, checklists, and forms are correct, clear, concise and address the correct applicable codes, standards, and ordinances.
- Enforces permit regulations so that enforcement actions are in accordance with applicable codes, standards and ordinances.
- Facilitates code adoption and modification processes, so that code is correctly written and precisely addresses need or deficiency. Assesses impact of proposed codes, ordinances and other legislation so that impact of proposal on fire safety and code enforcement activities

is documented. Suggests technical reference material acquisition, within scope, budget, and specific code related issues.

- Initiates legal action related to a fire code violation, given a description of violation and legal opinion, so that action taken is in accordance with policies of the department and the due process of law is followed
- Develops policies and procedures for administration of inspection functions so that policies are clearly defined and concise and in accordance with legal obligations of the jurisdiction.
- Recommends program budgets, given goals, guidelines and needs so that overall needs are addressed
- Assesses and evaluates alternative methods for new and existing buildings for changes in occupant loads, means of egress, construction types, occupancy description so that method meets requirements of applicable codes, standards and ordinances.
- Witnesses acceptance tests for integrated fire protection systems so that test is conducted in accordance with approved design, applicable codes and standards, and system performance can be evaluated for compliance.
- Evaluates alternative protection measures of hazardous conditions of equipment, operations, and processes so that they are provided with a level of protection that is in compliance with intent of applicable codes, standards, and ordinances.
- Evaluates fire protection plans and practices so that fire growth potential for all areas is determined and level of protection is appropriate to the hazard and applicable codes, standards and ordinances are met.
- Recommends criteria for development of emergency planning and procedures so that they are in compliance with applicable codes, standards and ordinances.
- Develops emergency access criteria so that fire suppression services can be delivered in accordance with acceptable practices.
- Evaluates alternative compliance measures for storage, handling, and use of hazardous materials so that hazardous materials are provided with a level of safety that is in compliance with intent of the applicable codes, standards and ordinances.
- Evaluates compliance with construction documents so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in engineering documents and operations and maintenance manuals that accompany the design.
- Evaluates building construction documents (new, existing, renovations) ensuring that fire and life safety requirements are in compliance with applicable codes, standards, and ordinances. Prepares documentation that is clear and concise to report findings of deficiencies, corrections or approval after evaluation.
- Inspects and evaluates fire scenes to determine area or point of origin, source ignition, materials ignited, and act or activity that brought ignition source and materials together and to assess progression, extinguishment, and containment of the fire.
- Secures fire scenes so that unauthorized persons can recognize perimeters of the investigative scene and are kept from restricted areas and evidence or potential evidence is protected from damage or destruction.
- Conducts exterior and interior survey so that evidence is preserved, fire damage is interpreted, and hazards are identified.
- Performs related work as required

Qualifications:

Education: An associate degree in Fire Science or other fire service-related field is desired but not required. An individual in this position must meet all the certifications and requirements outlined in the CFR job description for Inspector.

Experience: Personnel assigned to this position are preferred to have Fire Inspector, or higher, experience with CFR.

Certification Requirements: In addition to the Fire Inspector certifications the individual classified into this position must successfully receive the following certifications within the stated time frame from classification as Fire Marshal:

- Fire Inspector III NFPA 1031 – *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* - within 6 months
- Fire Officer II NFPA 1021 – *Standard for Fire Officer Professional Qualifications* - within 12 months
- NIMS: Required courses as set forth departmentally
- Public Information Officer – Basic – within 2 years

Knowledge, Skills, Abilities:

Individuals must possess a thorough knowledge of:

- Modern fire suppression principles, practices and procedures
- Fire and life safety hazards involved in various types of building construction and occupancy classifications
- Inspection methods, techniques and requirements of building, fire, life safety, zoning and other applicable codes, standards, and ordinances is required
- Personnel rules, department policies, procedures, and chain of command
- National Incident Management System

Ability to:

- Interpret submissions for alternative materials and methods or equivalencies for compliance with the applicable codes, standards and ordinances
- Recognize building, fire and life safety hazards and make practicable recommendations clearly and concisely in oral and written communication
- Establish and maintain an effective working relationship with other department members, city

employees, contractors, design professionals, and the public

- Supervise subordinate personnel effectively
- Maintain discipline and command respect
- Enforce codes, standards, ordinances and laws courteously and firmly

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Firefighter

Department: Fire and Rescue

MISSION STATEMENT:

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Lieutenant

Compensation: Full-Time / Hourly

Description:

This position consists of job-related duties in fire suppression and is non-administrative.

Employees in this class are responsible for protection of life and property through firefighting, rescue, hazardous materials and emergency medical activities usually performed under close supervision. Work requires performance of hazardous tasks under emergency conditions involving strenuous exertion under such obstacles as smoke and cramped surroundings. A large part of time is spent in supervised training, fire prevention pre-plan inspections, maintenance of equipment and apparatus, and maintenance of quarters. Work is normally performed under close supervision in accordance with well-defined procedures and assignments are received from departmental superiors in fire suppression, rescue, hazardous materials responses,

Detailed Work Activities:

Must be able to operate as both a member of a team and independently. Work requires performance of hazardous tasks under emergency conditions.

May spend extensive time outside exposed to elements and must be able to tolerate extreme fluctuations in temperature while performing duties.

Must perform physically demanding work in hot, humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms. Will experience frequent transition from hot to cold and humid to arid conditions and must work in wet, icy or muddy areas. Requires the performance of a variety of tasks on slippery, hazardous surfaces such as rooftops or from ladders and in areas where sustaining traumatic or thermal injuries is possible.

Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact and also may face exposure to infectious agents such as hepatitis or HIV.

Must be able to wear protective clothing that weighs approximately 50 pounds while performing firefighting tasks and shall be able to perform physically demanding work while wearing Self Contained Breathing Apparatus (SCBA's).

Must be able to wear protective clothing that weighs approximately 50 pounds while performing firefighting tasks and shall be able to perform physically demanding work while wearing Self Contained Breathing Apparatus (SCBA's).

Must be able to make rapid transition from rest to near maximum exertion without warm up periods and be able to operate in environments of high noise, poor visibility, limited mobility, at heights and in enclosed or confined spaces. Must be able to use manual and power tools in the performance of duties.

Must rely on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic and potentially life-threatening environment throughout duration of the operation.

General maintenance work in the upkeep of fire department property; cleans and washes walls and floors; makes minor repairs; washes, hangs, and dries hose; washes, cleans, polishes and tests apparatus. Cleans and maintains tools and equipment used in fire service activities. Participates in fire drills, attends classes in firefighting, emergency medical procedures, hazardous materials and related subjects; attends public gatherings to ensure observances of fire safety requirements. Participate in pre-incident planning. Conduct fire safety presentations and station tours.

May be called upon to drive and operate apparatus and other fire department vehicles under emergency situations if employee has Apparatus Operator certification and has met all training requirements.

Performs related work as required or assigned.

Must maintain a positive attitude and respectful behavior.

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

Experience: Prior experience as a Certified Firefighter is desired but not required. Candidate must successfully complete:

- Fire Service Joint Labor Management Wellness/Fitness Initiative Program – Candidate Physical Ability Test (CPAT) or other approved validated physical ability evaluation prior to employment.
- Cullman Fire Rescue Firefighter Physical conducted by the department physician in accordance with NFPA 1582 – *Standard on Comprehensive Occupational Medical Program for Fire Departments*.
- Cullman Fire Rescue Physical Fitness Evaluation during first year of employment.

- EMT – Advanced or above Preferred

Certification Requirements:

Individuals must successfully receive the following certifications within 12 months of employment date:

- Firefighter I NFPA 1001 – *Standard for Fire Fighter Professional Qualifications*
- Firefighter II NFPA 1001 – *Standard for Fire Fighter Professional Qualifications*
* Other Certification Requirements *
- EMT – Basic * EMT – Advanced Preferred *
- Hazardous Materials Technician

Within 2 years:

- NIMS: Required courses as set forth departmentally
- Rope I

Knowledge, Skills, Abilities:

While employed in this position, individuals will be expected and required to:

- Develop and maintain some knowledge of street systems and physical layout of the city
- Understand and follow oral and written instructions
- Learn a variety of firefighting, fire prevention, rescue, hazardous materials, and emergency medical procedures
- Perform mechanical work involved in operating and maintaining firefighting apparatus, equipment, and tools
- Understand City of Cullman Personnel Rules
- Understand and adhere to Cullman Fire Rescue policies and procedures
follow Chain of Command set forth for Cullman Fire Rescue

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: IT Director

Department: Information Technology

IT Mission Statement: To deliver secure, reliable, and efficient technology services that support the City of Cullman's operations, advance transparency, and safeguard our employees and residents through proactive cybersecurity and innovative digital solutions.

Reports to: Mayor and serves as principal technology advisor to executive leadership and City Council

Compensation: Full-Time / Exempt

Job Summary: This position performs highly responsible executive, administrative, and technical work directing the municipality's information technology operations. The IT Director provides strategic leadership, establishes long-term technology vision, and ensures the effective delivery, security, and reliability of all IT services, infrastructure, and cybersecurity programs across the organization. The IT Director is accountable for aligning technology initiatives with organizational goals, advising executive leadership on technology decisions, and ensuring compliance with applicable regulations and standards. This role requires strong leadership, sound judgment, and the ability to communicate complex technical concepts to non-technical stakeholders. The position operates with a high degree of independence and decision-making authority.

Performance expectations:

The IT Director will:

- Maintain safe and secure standards for the administration of Information Technology
- Submit an annual, strategic, and financially responsible IT plan prior to budget adoption
- When applicable, secure external funding sources to maximize taxpayer investment
- Support Cullman's long-term infrastructure and economic growth strategy.
- Ensure efficient and transparent use of public resources
- Foster a culture of accountability, teamwork and service excellence

Essential Duties and Responsibilities:

- Direct, plan, and oversee all IT operations and services for the City
- Supervise, mentor, and evaluate IT personnel
- Recommend the selection, retention, transfer, promotion, and separation of employees within the department
- Ensure that the employees of the department are knowledgeable of the City of Cullman Personnel Rules and adhere to such

- Carry out the duties assigned to the position provided within the personnel policies and procedures of the City
- Oversee daily IT support and service delivery
- Lead and coordinate IT projects and initiatives citywide
- Establish performance standards and ensure accountability
- Develop and enforce safety departmental safety policies
- Coordinate with other City departments during emergency response related to weather events and infrastructure failure
- Develop and enforce IT policies and procedures
- Oversee cybersecurity strategy, risk management, monitoring, and incident response
- Develop, manage, and administer the IT budget, including procurement and vendor management
- Coordinate with departments to assess and meet technology needs
- Monitor expenditures and ensure cost-effective use of materials, equipment, and labor
- Assist in multi-year capital improvement forecasting
- Evaluate equipment needs and oversee maintenance and repair schedule
- Actively seeks, applies for, and administers federal, state, and regional grants to support the financial goals of the City.
- Coordinate with finance and administration staff to ensure compliance with grant requirements and reporting standards
- Coordinate with City engineers, contractors, utility providers, and other municipal departments as required
- Oversee infrastructure, systems, and telecommunications
- Ensure proper documentation and asset management
- Ensure compliance with applicable regulations and standards
- Present technology plans, risks, and initiatives to Mayor and City Council
- Establish disaster recovery and business continuity planning
- Lead response efforts for major IT incidents and emergencies
- Participate in after-hours escalation and emergency response
- May be required to attend and present departmental updates at City Council meetings and work sessions
- Provide monthly departmental updates to the City Council
- Represent the City in public forums related to Information Technology
- Support City-wide initiatives, infrastructure expansion, and economic development projects
- Maintain regular and punctual attendance

Knowledge, Skills and Abilities Required:

- Strong executive leadership and organizational management skills
- Knowledge of IT infrastructure, systems, and cybersecurity

- Ability to manage projects and competing priorities
- Strong communication and interpersonal skills
- Strong financial management and budgeting skills
- Ability to develop data-informed plans and capital improvement schedules
- Proficiency in budgeting, procurement, and public-sector fiscal management
- Knowledge of IT security and risk management best practices
- Strategic thinking and problem-solving ability
- Ability to translate technical concepts for non-technical stakeholders
- Good organizational and documentation skills
- Knowledge of applicable laws, regulations, and ordinances related to information technology
- Experience and knowledge of CJIS policies
- Active Directory / Entra ID / Group Policy Experience

Minimum Qualifications:

- Bachelor's degree in IT, Computer Science or equivalent combination of education and relevant experience
- 8–12 years of progressively responsible IT experience
- 5+ years of leadership or management experience
- Strong background in IT systems, networking, and cybersecurity
- Valid driver's license and ability to travel between work sites
- Ability to respond to after-hours calls
- Ability to successfully pass a background check
- Must pass drug screening and pre-employment medical screening
- Must sign Non-Disclosure Agreement upon job acceptance

Preferred Qualifications:

- Professional certifications (e.g., Security+, CISSP, ITIL, PMP)
- Experience in municipal or government IT
- Experience leading enterprise systems and cloud environments

Working Environment:

Work is performed primarily in an office environment with periodic visits to municipal facilities. Occasional fieldwork may be required to support infrastructure oversight, project implementation, or emergency response. This position may require travel between locations and participation in after-hours support or incident response.

Physical Demands:

- Ability to safely operate and maneuver vehicles of various sizes
Ability to safely operate and maneuver man lifts of various sizes
- Vision is sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Ability to work in confined or enclosed spaces
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)
- Ability to lift and carry equipment up to 50lbs

Equal Opportunity Employer:

The City of Cullman provides equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Employee Acknowledgement:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness: _____

Date: _____

City of Cullman Job Description

Position Title: Assistant IT Director

Department: Information Technology

IT Mission Statement: To deliver secure, reliable, and efficient technology services that support the City of Cullman's operations, advance transparency, and safeguard our employees and residents through proactive cybersecurity and innovative digital solutions.

Reports to: IT Director

Compensation: Full-Time / Exempt

Job Summary: This position performs advanced professional and managerial work overseeing the municipality's information technology operations. The Assistant IT Director supports strategic planning, supervises IT staff, and manages projects to ensure the effective delivery, security, and reliability of technology services, infrastructure, and cybersecurity programs across multiple departments. This role plays a key part in maintaining efficient operations that support both internal staff and public services. The position requires strong leadership, initiative, and sound judgment, along with the ability to communicate effectively with both technical and non-technical stakeholders. A high degree of self-motivation and the ability to operate with minimal supervision are essential.

Essential Duties and Responsibilities:

Not all duties listed are performed in every position; additional related tasks may be assigned.

- Assist in planning, organizing, and directing IT operations and services
- Supervise, mentor, and evaluate IT personnel
- Oversee daily IT support and service delivery
- Lead and coordinate IT projects and initiatives
- Assist in development and enforcement of IT policies and procedures
- Support cybersecurity strategy, monitoring, and incident response
- Assist in budget preparation, procurement, and vendor management
- Coordinate with departments to assess and meet technology needs
- Manage and update configuration of firewall and network equipment
- Manage and update configuration and policies of on-Premise and in-Cloud environments
- Oversee infrastructure, systems, and telecommunications
- Ensure proper documentation and asset management
- Evaluate and recommend new technologies
- Serve as acting IT Director when assigned
- Ensure compliance with applicable regulations and standards
- Participate in after-hours escalation and emergency response
- Maintain regular and punctual attendance

- Ensure user data is archived in compliance with organizational policies and regulatory requirements during employee offboarding
- Work effectively both independently and as part of a team

Knowledge, Skills and Abilities Required:

- Strong leadership and supervisory skills
- Knowledge of IT infrastructure, systems, and cybersecurity
- Ability to manage projects and competing priorities
- Strong communication and interpersonal skills
- Knowledge of budgeting and vendor management
- Strategic thinking and problem-solving ability
- Ability to translate technical concepts for non-technical stakeholders
- Good organizational and documentation skills
- Knowledge of applicable laws, regulations, and ordinances related to information technology
- Experience and knowledge of CJIS policies
- Active Directory / Entra ID / Group Policy Experience

Minimum Qualifications:

- Bachelor's degree in IT, Computer Science or equivalent combination of education and relevant experience
- 5–7 years of IT experience with leadership responsibilities
- Strong background in IT systems, networking, and cybersecurity
- Valid driver's license and ability to travel between work sites
- Ability to respond to after-hours calls
- Ability to successfully pass a background check
- Must pass drug screening and pre-employment medical screening
- Must sign Non-Disclosure Agreement upon job acceptance

Preferred Qualifications:

- Professional certifications (e.g., CompTIA Security+, CCNA, CISSP, ITIL, PMP)
- Experience in municipal or government IT
- Experience managing enterprise systems and cloud environments

Working Environment:

Work is performed both in office settings and in the field at various municipal facilities. Work requires frequent physical activity, including walking, crawling, standing, stooping, bending, climbing ladders, operating man lifts and motor vehicles. This position may require lifting equipment, traveling between locations, working at heights, and working in inclement weather conditions, high noise environments, and around high voltage. Regular after-hours support is required.

Physical Demands:

- Ability to safely operate and maneuver vehicles of various sizes
Ability to safely operate and maneuver man lifts of various sizes
- Vision is sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Ability to work in confined or enclosed spaces
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)
- Ability to lift and carry equipment up to 50lbs

Equal Opportunity Employer:

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Employee Acknowledgement:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness: _____

Date: _____

City of Cullman Job Description

Position Title: IT Support Technician II

Department: Information Technology

IT Mission Statement: To deliver secure, reliable, and efficient technology services that support the City of Cullman's operations, advance transparency, and safeguard our employees and residents through proactive cybersecurity and innovative digital solutions.

Reports to: Assistant IT Director

Compensation: Full-Time / Exempt

Job Summary: This position performs entry-level technical work supporting the municipality's information technology systems. The Computer Technician provides Tier 1 support for hardware, software, and telecommunications systems across multiple departments, ensuring reliable and efficient operation of technology services for staff and the public. This position requires frequent interaction with non-technical staff and a strong customer service orientation.

Essential Duties and Responsibilities:

Not all duties listed are performed in every position; additional related tasks may be assigned.

- Provide Tier 1 technical support via in-person, remote, and phone assistance
- Maintain consistent and thorough documentation of troubleshooting tickets and resolutions
- Perform daily monitoring and remediation tasks within cybersecurity platforms
- Follow established IT policies, procedures, and security practices
- Travel to various municipal departments and job sites to diagnose and resolve technical issues
- Install, configure, deploy and maintain desktop computers, laptops, printers, smartphones, and peripheral equipment
- Assist with installation and maintenance of network infrastructure, including data circuits and telecommunications systems
- Troubleshoot hardware, software, and basic network connectivity issues
- Support and maintain voice systems, including smartphones and VoIP phones
- Document service requests, and equipment inventory
- Assist senior technicians with larger projects and system upgrades
- Respond to after-hours support requests on an on-call or standby basis
- Assist with annual inventory of all computer and telecommunications equipment
- Maintain regular and punctual attendance
- Work effectively both independently and as part of a team
- Prepare computer-related equipment for decommissioning in support of annual surplus auctions

- Create and provision accounts for new hires and deactivate accounts for terminated employees
- Order parts and supplies

Knowledge, Skills and Abilities Required:

- Strong troubleshooting and problem-solving skills
- Strong written and oral communication skills
- Ability to communicate technical information to non-technical users
- Good organizational and documentation skills
- Ability to work independently with general supervision
- Willingness to learn and adapt in a small team environment
- Basic knowledge of applicable laws, regulations, and ordinances related to information technology
- Ability to use modern office methods, techniques and equipment
- Skill in using a computer, electronic testing and related equipment.
- Ability to configure, install, troubleshoot, upgrade and repair electronic equipment.
- Basic understanding of computer networking
- Basic troubleshooting knowledge of PCs, printers, smartphones, VoIP phones software, and related equipment

Minimum Qualifications:

- Associate degree in IT or related field or equivalent combination of education and relevant experience
- Basic knowledge of computer hardware, software, and networking concepts
- Valid driver's license and ability to travel between work sites
- Ability to respond to after-hours calls
- Ability to successfully pass a background check
- Must pass drug screening and pre-employment medical screening
- Must sign Non-Disclosure Agreement upon job acceptance

Preferred Qualifications:

- CompTIA A+ or similar entry-level certification
- Experience with Windows operating systems and Microsoft Office
- Familiarity with basic networking (TCP/IP, Wi-Fi, cabling)
- Exposure to VoIP or telecommunications systems

Working Environment:

Work is performed both in office settings and in the field at various municipal facilities. Work requires frequent physical activity, including walking, crawling, standing, stooping, bending, climbing ladders, operating man lifts and motor vehicles. This position may require lifting equipment, traveling between locations, working at heights, and working in inclement weather conditions, high noise environments, and around high voltage. Occasional after-hours support is required.

Physical Demands:

- Ability to safely operate and maneuver vehicles of various sizes
Ability to safely operate and maneuver man lifts of various sizes
- Vision is sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Ability to work in confined or enclosed spaces
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)
- Ability to lift and carry equipment up to 50lbs

Equal Opportunity Employer:

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Employee Acknowledgement:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness: _____

Date: _____

City of Cullman Job Description

Position Title: IT Support Technician III

Department: Information Technology

IT Mission Statement: To deliver secure, reliable, and efficient technology services that support the City of Cullman's operations, advance transparency, and safeguard our employees and residents through proactive cybersecurity and innovative digital solutions.

Reports to: Assistant IT Director

Compensation: Full-Time / Exempt

Job Summary: This position performs advanced professional work overseeing the municipality's information technology operations. This position supports the effective delivery, security, and reliability of technology services, infrastructure, and cybersecurity programs across multiple departments. This role plays a key part in maintaining efficient operations that support both internal staff and public services. The position requires initiative, and sound judgment, along with the ability to communicate effectively with both technical and non-technical stakeholders. A high degree of self-motivation and the ability to operate with minimal supervision are essential.

Essential Duties and Responsibilities:

Not all duties listed are performed in every position; additional related tasks may be assigned.

- Provide Tier 2 technical support via in-person, remote, and phone assistance
- Manage and recommend configuration updates of firewall and network equipment
- Maintain consistent and thorough documentation of troubleshooting tickets and resolutions
- Perform daily monitoring and remediation tasks within cybersecurity platforms
- Follow established IT policies, procedures, and security practices
- Travel to various municipal departments and job sites to diagnose and resolve technical issues
- Install, configure, deploy and maintain desktop computers, laptops, printers, smartphones, and peripheral equipment
- Assist with installation and maintenance of network infrastructure, including data circuits and telecommunications systems
- Troubleshoot hardware, software, and basic network connectivity issues
- Support and maintain voice systems, including smartphones and VoIP phones.
- Document service requests, and equipment inventory
- Act as senior technician with larger projects and system upgrades
- Respond to after-hours support requests on an on-call or standby basis
- Assist with annual inventory of all computer and telecommunications equipment
- Maintain regular and punctual attendance

- Work effectively both independently and as part of a team
- Archive user data as part of the employee offboarding process
- Prepare computer-related equipment for decommissioning in support of annual surplus auctions
- Order parts and supplies

Knowledge, Skills and Abilities Required:

- Knowledge of IT infrastructure, systems, and cybersecurity
- Ability to manage projects and competing priorities
- Strong communication and interpersonal skills
- Knowledge of budgeting and vendor management
- Strategic thinking and problem-solving ability
- Ability to translate technical concepts for non-technical stakeholders
- Good organizational and documentation skills
- Knowledge of applicable laws, regulations, and ordinances related to information technology
- Basic knowledge of CJIS policies
- Active Directory / Entra ID / Group Policy Experience

Minimum Qualifications:

- Bachelor's degree in IT, Computer Science or equivalent combination of education and relevant experience
- 4–6 years of progressively responsible IT experience
- Strong background in IT systems, networking, and cybersecurity
- Valid driver's license and ability to travel between work sites
- Ability to respond to after-hours calls
- Ability to successfully pass a background check
- Must pass drug screening and pre-employment medical screening
- Must sign Non-Disclosure Agreement upon job acceptance

Preferred Qualifications:

- Professional certifications (e.g., CompTIA Security+, CCNA, M365, Azure, Intune)
- Experience in municipal or government IT
- Experience managing enterprise systems and cloud environments

Working Environment:

Work is performed both in office settings and in the field at various municipal facilities. Work requires frequent physical activity, including walking, crawling, standing, stooping, bending, climbing ladders, operating man lifts and motor vehicles. This position may require lifting equipment, traveling between locations, working at heights, and working in

inclement weather conditions, high noise environments, and around high voltage. Regular after-hours support is required.

Physical Demands:

- Ability to safely operate and maneuver vehicles of various sizes
Ability to safely operate and maneuver man lifts of various sizes
- Vision is sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Ability to work in confined or enclosed spaces
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)
- Ability to lift and carry equipment up to 50lbs

Equal Opportunity Employer:

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Employee Acknowledgement:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness: _____

Date: _____