

FIRE MARSHAL

Position Purpose:

Under the general direction of the Town Manager plans, organizes and participates in the administration of a comprehensive fire inspection, investigation and prevention program in accordance with Connecticut State Statutes.

The Fire Marshal is responsible for the inspection of public buildings and the enforcement of the Connecticut General Statutes under Chapter 541 which include but are not limited to: The Connecticut Fire Safety Code, Connecticut Fire Prevention Code, Connecticut Flammable and Combustible Liquids Code, Connecticut Oil Burning Code, Connecticut Gas Equipment and Piping Code, Connecticut Liquefied Petroleum Gas Code and Liquefied Natural Gas Code, Connecticut Fireworks and Special Effects Code and Explosive Regulations.

Supervision:

Supervision Scope: Performs varied and responsible inspection duties of a technical nature requiring the exercise of considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations. Duties require strict adherence to applicable state, municipal and federal laws.

Supervision Received: Works under the general direction of the Town Manager as assigned and in accordance with Connecticut General Statutes. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Supervises Deputy Fire Marshal when necessary.

Job Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is medium work requiring the exertion of 50 pounds of force.
- Work requires climbing, balancing, stooping, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment.
- Worker is subject to extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator.

- Worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.
- The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Implement protocol required by the Connecticut Fire Prevention Code, including local ordinances modification, occupancy and inspection cataloging, and procedures for the development and implementation of an infraction system.
- Inspects all buildings as required by the Connecticut General Statutes.
- Investigates the origin and cause and circumstance of all fires.
- Issues permits for the use, transportation and storage of explosives.
- Participates in the technical review of and provides comments on all building plans and development proposals, and determines fire lanes and hydrant locations.
- Review of design and the construction plans, drawings, and specifications for life safety systems, fire protection systems, water supplies, processes, and hazardous materials and other fire and life safety issues.
- Enforce regulations and control of special events including but not limited to: Assemblage of people, exhibits, trade shows, outdoor events and other similar special temporary and permanent occupancies.
- Fire and Life safety education.
- Maintains mandatory professional career development certification through continuing education.
- Issues permits for new construction, open burning, explosives, pyrotechnics and fire works.
- Conducts Certificate of Occupancy inspections.
- Conducts site inspections of fireworks and special effects, carnivals, fairs, tents and outdoor assemblies.

Other Functions:

- Performs similar or related work as required or as the situation dictates.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Degree and supplemented by college level courses in Fire Prevention, Inspection, Building construction and investigation technology. A minimum of ten (10) years service in the Fire Service, including three years in fire inspection. Must have successfully completed a course of training with the

State Fire Marshal's office and be certified by that office. Possession of an appropriate drivers license valid in the State of Connecticut is required.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of fire and safety code inspection practices, fire safety, fire prevention, fire suppression, and protection practices; knowledge of Town and State Life Safety and Building Codes; knowledge of fire investigation practices, procedures and techniques and ability to investigate and determine the cause of fires.

Ability: Ability to read and interpret building and site plans; ability to deal effectively with Town Departments, Town and State Officials, the public and the media; ability to maintain vital statistical and narrative reports; ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies (State and Local).

The above description is illustrative of the task and responsibilities. It is not meant to be all-inclusive of every task or responsibility. Other functions may include but are not limited to: Assistant Building Official, a Chief Officer in the Fire Department, Burning Official and other related functions that they are qualified to perform.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)