

Town of New Milford

Fire Marshal opening. See Below for complete job description. E-mail resumes to Alan J. Chapin, Director of Personnel @ ajchapin@newmilford.org.

**TOWN OF NEW MILFORD
JOB DESCRIPTION**

**Fire Marshal's Office
Fire Marshal
Non-Union/Non-Exempt – 40 hrs/wk**

General Statement of Duties:

Responsible for the proper administration and enforcement of all applicable statutes related to fire prevention, fire safety and life safety within the Office of State Fire Marshal, as delegated by the Commissioner of Public Safety and Connecticut General Statutes.

Administers policies and procedures related to the roles and responsibilities of the Fire Marshal, under applicable regulations, and existing and newly developed organizational goals and objectives pertaining to personnel and labor management, so that the Fire Marshal functions in a manner consistent with the organizational mission and complies with applicable personnel management laws and regulations.

Supervision Received:

Works under the direction of the Mayor and in accordance with the guidelines of the State Fire Marshal and the State Codes and Standards Committee.

Supervision Exercised:

Manages and supervises the Deputy Fire Marshal(s), Fire Investigator, Interns and all administrative and clerical personnel as assigned to the department.

Duties of the Fire Marshal:

- Prepares and administers the department budget, and forecasts future short and long range staffing, capital, and budgetary needs.
- Completes annual employee written reviews.
- Interviews job candidates and recommends selection.
- Develops and implements the Department's strategic and operational plan through proper establishment of personnel assignments to maximize efficiency given the knowledge, training and experience of personnel available.
- Coordinates with Department Heads on life safety issues and is a liaison with the CET team.
- Responsible for enforcement of Connecticut Fire Safety Code, and when needed, to suggest new, or changes to, legislation through established and appropriate channels.
- Executes the duties as outlined by the Deputy State Fire Marshal ** (See attachment)

- May serve on the Local Emergency Planning Committee and other Commissions and Committees as deemed necessary by the Mayor.
- Investigates all fires of accidental and criminal nature and supervises fire and arson investigations, handling the collection, development and preservation of evidence for court presentation and usage.
- Prepares documents and appears in court during litigation.
- Inspects buildings of all types regulated by the Connecticut Fire Safety Code and Connecticut General Statutes, and investigates complaints of Fire Safety Code violations.
- Conducts inspections relative to the regulations governing the storage, use and transportation of flammable liquids, combustible liquefied petroleum gases, hazardous materials and chemicals.
- Conducts inspections and issues permits and licenses relative to the regulations governing motion picture projectionist and users of explosives, fireworks and special effects.
- Personally makes inspections where unusual situations are involved, or where the property owner protests the findings of earlier inspections; when other means of persuasion fail, files court charges against those persons who fail to comply with fire safety code regulations.
- Inspects amusement parks, mechanical rides and outdoor assemblies including, but not limited to, circuses, carnivals and assemblies under tents and portable shelters.
- Inspects tents and portable shelters.
- Inspects restaurants, bars and private clubs for compliance to applicable codes before signing annual liquor permits.
- Issues licenses for and annually inspects daycare centers and nursing homes.
- Supervises placement of fire suppression tanks and hydrants.
- Issues open burn permits.
- When applicable, reviews building and constructions plans for compliance with Connecticut Basic Building Codes and issues building and occupancy permits.
- When applicable, inspects construction work and materials for Code compliance in areas of structural and mechanical design and proper workmanship.
- Works with other departments as related to public safety inspections and services.
- Oversees public education program development and presentation, including the Juvenile Fire Prevention program. Prepares fire safety materials and conducts public speaking assignments and training courses on all aspects of Life Safety to requesting groups and individuals. Analyzes local fire statistics to recommend and develop programs to target hazard reduction, improve life safety and reduce these incidents.
- Oversees and manages the Internship program and acts as the liaison to area universities and colleges for such students.
- Oversees and maintains the Fire Marshal Office website.
- Submits NFIRS reports to the State.
- Acts as the Public Information Officer for the Fire Marshal Office.
- Coordinates referrals to/with other Departments, including the Police Dept, and with the Office of State Fire Marshal or any Federal agencies as necessary.
- Assigns and maintains records of issued equipment.
- Maintains membership, attends meetings, and provides sponsorship for Fire Marshal office personnel, in professional organizations.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Knowledge, Skills and Ability:

- Must possess knowledge of fire prevention and fire safety principles and practices, as well as knowledge of Connecticut State Fire Codes and Building Codes and Standards.
- Must possess knowledge of fire protection features and life safety concerning the safe storage and use of flammable, combustible and hazardous materials, chemicals and substances.
- Must understand the principles, practices and methods of building design and construction, and have the ability to review plans, blueprints, drawings and specifications as well as to prepare detailed written reports and correspondence.
- Must possess clear and concise communications skills and the ability to establish and maintain cooperative, working relationships with the public and employees.
- Ability to carry and lift 50 pounds.
- Ability to sit, stand, and work continuously for extended periods of time while performing job functions.
- Ability to meet deadlines and prioritize work projects.
- Ability to work in an office setting.
- Ability to deal with a diversity of people in such a manner as to encourage compliance.
- Computer literacy with Window's run programs, Firehouse Software, email, Internet access, database, spreadsheets reports and learns new programs as required.
- Ability to traverse difficult, rocky steep or swampy terrain as required for site inspections.
- Ability to wear a Self Contained Breathing Apparatus, climb ladders, crawl over rubble, work on roofs, work in confined spaces, stoop under collapsed timbers, and similar manual labor.
- Ability to dig and shovel as needed.
- Ability to work outdoors in inclement weather.
- Must wear proper uniform when on duty.
- Must have and maintain a valid Connecticut driver's license.
- Must be able available for on call duty, nights and weekends.

Education, Training and Experience:

- Must have a Bachelor degree in Fire Science or equivalent training program.
- Master degree in Fire Science, Management or related field preferred.
- Must have completed all required Connecticut State Fire Marshal's Certification Courses and be certified.
- Must meet the standards of the latest edition of NFPA 1037, *Standard for Professional Qualifications for Fire Marshal*.

- Must complete a minimum of 90 hours of continual training and education every three years in **State Fire Safety Codes** as required by General Sates Statutes Section **29-298**.
- Must continually pursue professional development as it relates to the duties of the Fire Marshal.
- Must be experienced in and knowledgeable about building construction and fire safety codes.
- Must be experienced in and knowledgeable about *NFPA 921, Kirk's Fire Investigation* and other recognized resources.
- Current CFI or CFEI certification.
- Minimum of 7 years fire service experience, including a minimum of Firefighter I certification.
- Minimum of 3 years progressive supervisory experience.
- Minimum of 2 years experience as a Deputy Fire Marshal or Fire Marshal.
- Minimum of Hazardous Materials Operational certification.
- Budgetary/accounting experience.
- Previous municipal experience a plus.

Unless already certified, the following certifications should be attained within the first 12 months of employment as the Fire Marshal:

Public Life Safety Educator I
 Juvenile Firesetter I
 Public Information Officer
 Freedom of Information course

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council June 24, 1996
 Updated by Fire Marshal July 22, 2004
 Revised by Personnel September 7, 2007
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