**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Office of the First Selectman*

Deputy Fire Marshal

## GENERAL STATEMENT OF DUTIES:

This position is in the Seymour Fire Marshal’s Office performing a variety of tasks both in the field as well as in the Office. It may often be necessary to work nights, weekends, and holidays in adverse weather conditions. It may include standing or sitting for extended amounts of time.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Perform code compliance inspections in accordance with required fire codes and standards
* Answer phone calls/emails/complaints directly from the public
* Take oral/written dictation and compose routine correspondence
* Schedule and conduct fire inspections and other activities
* Interacts regularly with Building Compliance/Enforcement Offices
* Work alongside other municipal, state, and federal agencies
* Create and maintain reports, abatement orders and other correspondence
* Conduct plan reviews of provided construction documents and compose clear and concise reports documenting your findings.
* Assist in preparing press releases and other reports for the media
* Coordinate Fire Prevention and Public Education programs with the Town’s Schools and other civic groups
* Receive, respond to citizen complaints and reports
* Develop and implement new and revised office procedures and forms.
* Perform fire investigations to determine the origin and cause of fires.
* Routinely update the Office’s Social media accounts
* Conduct routine follow up on abated properties to confirm code compliance
* Assist with routine inspections of Town safety equipment
* Perform related work as required

## SUPERVISION RECEIVED:

* Works under direct supervision of the Fire Marshal

## SUPERVISION EXERCISED:

* May assist the Fire Marshal in the direction of volunteer staff members.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Must hold State of Connecticut Fire Marshal Certification
* Thorough knowledge of the Connecticut State Fire Safety Code, Connecticut State Fire Prevention Code and its applicable referenced standards.
* Thorough knowledge of the fire code abatement process
* The ability to schedule work and perform inspections without direct supervision
* Ability to review provided construction documents and determine their compliance with appropriate codes and standards
* The ability to educate a wide demographic of residents on fire safety
* The ability to develop and deliver fire safety presentations
* The ability to perform an Origin and Cause investigation as well as follow up investigations with law enforcement partners
* High level of motivation and the ability to work alone
* The communication skills to effectively work with other inspectors and investigators
* Must be highly organized and capable of scheduling and planning necessary tasks to ensure fire safety in Towns properties
* A working knowledge Microsoft Office
* The ability to learn fire inspection/abatement software programs
* Thorough ability to understand and follow written and oral instructions
* May be required to lift up to 30 pounds
* Ability to wear N-95 respirator and protective fire gear for extended periods
* Must submit to annual health screen
* Must be able to stand/sit for extended periods, climb ladder and perform repetitive physical tasks
* Ability to answer phone calls, take messages, direct information
* Ability to interact directly with the public on a daily basis
* Reside within a 30-minute radius of Seymour

## EXPERIENCE AND TRAINING:

* A minimum of five years’ certified as a fire marshal with the ability to maintain the required certification
* A minimum of three years’ experience working in fire inspection
* Certified as Firefighter II or equivalent of experience and training
* Connecticut Driver’s License
* A degree in Fire Science or a related field is preferred but not required
* An equivalent combination of education, training and/or experience.

**REVIEW PROCESS:**

* Bi-annual employee performances will be conducted by management in accordance with the employee handbook. Written documentation will be kept in the employee’s personnel file.