**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Fire Marshal Office*

## *Fire Marshal*

## GENERAL STATEMENT OF DUTIES:

The position will conduct fire inspections, building plan review, fire investigations, fire code enforcement, and issue and monitor permits for blasting and fireworks in accordance with Connecticut General Statues. The position will strictly enforce all applicable fire and life safety codes and laws. The position will also perform other duties, such as fire prevention activities or any other duties that benefits and improves the fire safety in the Town of Seymour. The position will be responsible to create, present, monitor and enforce the Fire Marshal Office’s budget. The position will assign duties and work related activities to office staff members. These duties will be monitored and reviewed to ensure completion in a reasonable period of time.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Investigating and gathering facts to determine the cause of fires and explosions and enforcing fire laws. The position has the responsibility for making difficult fire investigation and fire safety inspection technical decisions.
* Conducting fire inspections in all applicable occupancies within the Town of Seymour to determine the presence of fire hazards and the adequacy of fire protection equipment and systems.
* Inspects and regulates underground and above ground storage tank operations in accordance with applicable fire codes and laws.
* Performing inspections, in accordance with applicable Connecticut General Statues, to determine the adequacy of safety equipment and procedures in use of flammables liquids and other hazardous materials.
* The employee will respond to and investigate fires and explosions occurring within the Town. As necessary, the employee will also respond to fire scenes to conduct an investigation.
* The employee will investigate complaints of fire safety violations and fire hazards and take appropriate action for applicable violations.
* The position will involve reviewing plans of new buildings to be constructed and existing structures to be altered or renovated to determine compliance with the Connecticut Fire Safety Code and applicable codes, standards and statues. Employee will conduct inspections and witnessing of any necessary testing of fire protection and life safety equipment to ensure compliance with the approved plans.
* Keeps records and prepares reports of fire inspections, plan and site reviews, activities, fire and complaint investigations and any other necessary documentation.
* Keeps a record regarding all other staff members in the Seymour Fire Marshal’s Office.
* Inspects for compliance with the Connecticut Fire Safety Code, Connecticut Fire Prevention Code, International Fire and Building Codes, National Fire Protection Association and applicable codes, standards and statues.
* Inspects and regulates the use, transportation and storage of explosives within the Town of Seymour in accordance with State statues and applicable regulations. Employee will issue blasting permits as necessary.
* Performs any other related work that deals with the fire safety in the Town.
* Performs work assignments as directed by the First Selectman or a designee.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Director of Operations
* Works under the general supervision of the First Selectman

## SUPERVISION EXERCISED:

* The Seymour Fire Marshal will assume supervision of all other staff members in the Fire Marshal office.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Work requires that the employee have considerable knowledge, skill and ability in all phases of fire safety principles and practices and applicable codes and regulations. These duties may be required to be done on various days and various hours of the day and night including holidays and weekends.
* Considerable knowledge of fire suppression, fire investigation and prevention theories, principles and techniques.
* Considerable knowledge of Connecticut Fire and Life Safety Codes, Connecticut Fire Prevention Code, National Fire Protection Association Codes, International Fire and Building Codes and local laws and ordinances pertaining to fire safety.
* Considerable knowledge of building design and construction.
* Considerable knowledge of regulations covering flammable liquids, gases and explosives and the installations of oil and gas burning equipment.
* Considerable ability to interrupt building plans and specifications.
* Considerable ability to express ideas clearly and concisely in verbal and writing forms.
* Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, town officials and the general public.
* Geographical knowledge of the Town.
* Substantial experience in the supervision and directing of personnel.
* Some computer skills regarding concepts, operation and use.

## EXPERIENCE AND TRAINING:

* A high school diploma or equivalent supplemented by specialized courses in fire prevention, inspection, and investigation.
* Must have a minimum of an Associate Degree in Fire Science, Fire Investigation, Fire Technology, Fire Department Administration or any other related field.
* Must possess and maintain a valid State of Connecticut Fire Marshal’s Certificate.
* Must have five or more years as an active member of a fire service. These years of experience may be substituted by an equal amount of years as an active member of a Fire Marshal’s Office.
* Possession of a valid driver’s license.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Director of Operations, in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.