

# TOWN OF SOMERS

## Position Description

**Title: Fire Marshal**  
**Department: Land Use/Public Safety**  
**Reports To: Operationally to Director**  
**of Public Works; functionally to Fire**  
**Commission**

**Supervises: none**  
**FLSA Status: Part-time, exempt**  
**Bargaining Unit: N/A**

**Position Summary:** Plans, organizes, and administers a comprehensive fire inspection, investigation, and prevention program in accordance with Connecticut state statutes; and provides information to Volunteer Fire Department. Participates with other Land Use professional staff in site and new building plan reviews. Provides accurate, timely and high-quality service to all internal and external customers.

### Major Job Duties:

**Management/Service Delivery:** participates in development of near-term and long-range planning and strategies to meet fire prevention and fire safety objectives of the town. Serves as principal inspector of buildings and facilities to assure conformance of occupancy structures and usage with fire safety code. Participates in technical review and provides commentary on all building and development proposals. Investigates fires within town lines to determine cause and origin, and prepares reports for the Bureau of the State Fire Marshal. Continues investigation of suspicious fires to determine any wrongdoing. Recommends arson prosecution action as necessary. Issues permits and/or enforces regulations as provided for by local and state regulations, codes or ordinances. Maintains respective web page(s) for department. Prepares information articles on fire safety and prevention for public release. Speaks to school, civic, and private organizations on fire safety and prevention. Participates in professional fire-prevention organizations to remain current on activities in the field.

**Technical:** Serves as the town's technical expert on fire code and fire safety. Provides technical assistance on fire prevention matters to all town boards, commissions, and departments. Coordinates town programs with regional, state, and federal fire code and prevention agencies by serving as liaison to fire departments in other jurisdictions, and to regional and state agencies exercising fire code/prevention functions.

**Teamwork:** Works cooperatively with other Land Use professional staff in the review of new or improved residential or commercial building plans, site plans, subdivision applications, special use permits, zone change requests, and regulated activity for conformance with fire code and prevention regulations. Coordinates work assignments for land use administrative staff in cooperation with other land use professional staff members.

**Board/Commission Liaison** - Coordinates department activities and provides technical consultation to the Fire Commission. Coordinates commission and department activities with other town departments, boards, and commissions. Attends and staffs monthly and/or bi-monthly board/commission meetings.

**Financial** – Prepares and administers department budget within prescribed authority levels and Town financial policies and procedures. Develops applications for inter-governmental assistance, and administers grants if obtained.

**Approved by:**

**Approved by:**

**Last Revision Date: 10/08**

**Dir. of Public Works/on file**

**HR/on file**

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### **Qualifications:**

- Certification as a Fire Marshal in accordance with Connecticut statutes.
- Graduation from high school and five years experience in fire fighting, including two years experience in fire inspection, or an equivalent combination of education and experience.
- Working knowledge of community fire protection needs and requirements.
- Knowledge of fire safety, fire prevention and protection practices.
- Ability to prepare and present fire safety prevention and fire safety education programs.
- Valid driver's license.

### **Physical Requirements:**

This position combines field and office activities, with more than 50% of the job performed in the form of field inspections. The incumbent must be able to:

- Regularly work near field and job sites including walking over various terrains for distances up to a mile.
- Climb and crawl to remote sites through constricted spaces to perform inspections.
- Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour.
- Tolerate infrequent exposure to recently extinguished fire scenes where there may be smoke and smoldering building remains.
- Stand and walk to access records and files in the course of providing assistance to the public within the land use office environment.
- Intermittently sit and work using a computer and telephone, or listen to information for periods in excess of one hour
- Lift 25 to 50 pounds.
- Drive an automobile during the conduct of duties.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

**Approved by:**

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**Last Revision Date: 10/08**

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