USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fire Marshal**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Fire Marshal** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **Exempt** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.:** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of complex administrative, supervisory, technical and professional work related to fire inspection and prevention. Responsible for planning, organizing, directing and implementing fire prevention and enforcement of the Connecticut Fire Safety Code to prevent or minimize the loss of life and property by fire.

**Supervision Received:**

Receives general direction from, and reports to [insert Fire Chief OR chief administrative/executive officer AND/OR Fire Commission as appropriate].

**Supervision Given:**

Supervises the following departments/divisions:

Supervises [insert all personnel assigned to Fire Marshal’s Office OR such personnel as assigned by the Fire Chief].

**Examples of Essential Functions:**

1. Plans, coordinates, supervises and evaluates fire prevention operations.
2. Plans coordinates, supervises and evaluates all fire investigation operations.
3. Exercises all authority provided to, and meets all responsibilities imposed upon, local Fire Marshals by local, State or Federal law.
4. Develops policies and procedures for the [insert office/department/division] as necessary to ensure efficient operation or implements directives from the [insert Fire Chief, chief administrative/executive officer, AND/OR Fire Commission].
5. Plans, promotes and implements a comprehensive plan to ensure compliance with, and uniform enforcement of, the State Fire Safety Code and related local and State laws and regulations under policies established by [insert Fire Chief, chief administrative/executive officer OR Fire Commission ] and [insert legislative body].
6. Directs and supervises the examination of [or “Examines”] construction plans to ensure compliance with the State Fire Safety Code and related [insert Town/City] ordinances.
7. Coordinates and directs the inspection of [or “Inspects”] all structures and facilities regulated by the State Fire Safety Code to ensure that construction, alterations or maintenance work is accomplished in compliance with approved plans, the State Fire Safety Code and related [insert Town/City] ordinances.
8. Coordinates and directs the issuance of [or “Issues”] violation and abatement notices as appropriate; assists and testifies in related court cases as required.
9. Ensures assistance is provided to [or “Assists”] property owners, contractors and others in interpreting and explaining the State Fire Safety Code and related [insert Town/City] ordinances.
10. Coordinates and consults with other local officials and departments as necessary for the enforcement of applicable ordinances and regulations affecting fire safety and prevention.
11. Coordinates and directs the issuance of [or “Issues”] permits for the transportation and storage of explosive materials in compliance with State Fire Safety Code and related [insert Town/City] ordinances.
12. Responds to all major fires or fires of suspicious or undetermined cause [or all general alarm fires], coordinates and directs the investigation of [or “investigates” ] the origin and causes, and reports findings to Office of State Fire Marshal as required or appropriate.
13. Responds to and investigates related emergency situations and incidents such as hazmat, accidents and bomb threats, and reports findings to Office of State Fire Marshal as required or appropriate.
14. Cooperates with local, State and Federal agencies and courts as appropriate where activities of the Fire Marshal are concerned; testifies as necessary in related proceedings.
15. Prepares and submits periodic reports, including narrative and statistical reports upon request to the [insert Fire Chief, chief administrative/executive officer, legislative body AND/OR Fire Commission as appropriate] regarding the [insert department, office or division] activities, and prepares a variety of other reports as appropriate for local, State and Federal officials.
16. Plans, develops and implements fire prevention programs as necessary to implement the policies and goals of [insert Fire Chief, chief administrative/executive officer/Fire Commission as appropriate]; reviews performance and effectiveness, formulates and implements programs or policies to alleviate deficiencies.
17. Reviews, develops and recommends proposed fire prevention technology policies and implements and communicates adopted proposals.
18. Directs the development and maintenance of systems, records and documents that provide for the proper evaluation, control and documentation of Fire Marshal activities and operations.
19. Meets with elected or appointed officials, other fire officials, community and business representatives, the media and the public on all aspects of the Fire Marshal's activities for the purposes of promoting fire prevention and maintaining favorable public relations.
20. Attends or designates personnel to attend conferences and meetings to keep abreast of current trends in the fire prevention field; serves or designates personnel to serve on Town, regional or State organizations and committees to promote or enhance fire prevention.
21. Coordinates and directs the provision of [or “Provides”] public education on fire prevention.
22. Performs the duties of subordinate personnel as needed.
23. Prepares and presents [OR assists in the preparation of] a proposed annual budget for the [department/division]; directs the implementation of the adopted budget.
24. Coordinates and supervises the recruitment, selection, training, development, evaluation, assignment and scheduling of assigned personnel.
25. Administers personnel rules and regulations and collective bargaining agreements for assigned personnel; maintains discipline, conducts review and evaluation of general behavior and performance of assigned personnel.
26. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.
2. [Assume responsibilities of, and perform duties of, Building Official as needed.]

**Minimum Qualifications:**

**Required Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in Fire Science, Public Administration, Management or a closely related field.
2. 10 years of experience in fire suppression work, \_\_\_ years of which must have been in a rank equivalent to [captain/lieutenant/command capacity] or higher.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager/Fire Commission] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of the principles and practices of fire suppression and prevention.
2. Thorough knowledge of relevant local, State and Federal laws and regulations, including Chapter 541 of the Connecticut General Statutes.
3. Thorough knowledge of building construction and fire prevention codes and standards including building design and construction plan reviews and the State Fire Safety Code.
4. Considerable knowledge of the principles and practices of public administration.
5. Skill in the inspection of buildings and investigation of fires.
6. Skill in financial and human capital management.
7. Skill in the use of computers, including [insert specific software].
8. Ability to plan, organize and direct the work of employees performing varied operations connected with fire prevention activities.
9. Ability to establish and maintain effective working relationships with subordinates, public officials, other local, State and Federal governmental agencies, the media, community businesses, leaders and organizations and the general public.
10. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from public officials, the media, citizens, and the general public.
11. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
12. Ability to exercise sound judgment in evaluating situations and making decisions.
13. Ability to manage projects.

**Additional Eligibility Requirements:**

1. Certification as Fire Marshal from the Office of the State Fire Marshal.
2. Valid, active Motor Vehicle Operator’s license is required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk; use hands and fingers, handle or operate objects, controls or standard fire services, tools and equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with regular related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may regularly work in outside weather conditions. The employee may regularly work near moving mechanical parts; in precarious places; and with explosives; may regularly be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals and vibration and life threatening situations, including possibly being assaulted by others. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This position regularly requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

**EEOC Statement:**

It is the policy of the [insert Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by Federal, State or local law. In addition, the [insert Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.