



Town of Scotland, CT  
**Fire Marshal**  
Job Description

Job Title: **Fire Marshal**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date: Nov. 14, 2012      Job Desc. Last Review Date: Nov. 14, 2012

Job Desc. Approved By: **Scotland BOS**      Date Nov. 14, 2012:

This position is:       **Elected**  **Appointed**  **Hired**

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## POSITION SUMMARY

The Scotland Fire Marshal is responsible for the enforcement of many sections found in Chapter 541 of the Connecticut General Statutes.

## JOB DUTIES

1. Using excellent customer service skills establishes and maintains effective working relationships with town employees, state and town officials, and all members of the general public.
2. Reviews and approves all construction plans except one and two family for fire code compliance.
3. Resolves compliance problems with contractors and architects within scope of knowledge and authority.
4. Inspects existing buildings regulated by the Conn. Fire Safety Code and the Conn Fire Prevention, construction and remodel sites for compliance with fire codes.
5. Resolves compliance problems with owners /Construction Companies within scope of knowledge and authority.
6. Witness's acceptance testing on special systems such as automatic fire sprinkler systems, fire pumps, fire alarms, and fixed fire- extinguishing systems.
7. Participates in the inspection of sprinkling systems, Fire alarm system, Emergency lighting and means of egress and elements of a fire prevention or protection system.
8. Conducts inspections of all Scotland buildings and facilities of public service and occupancies regulated by the Connecticut State Fire Safety Code.
9. Responds to complaints regarding fire code violations and fire hazards.
10. Issues warnings and citations for fire code violations.
11. Maintains a variety of data and records regarding fire inspection or prevention activities; prepares reports regarding fire inspection or prevention as required.
12. Conducts or delegates the investigation of fire incidents.

13. Conducts detailed investigations of fire scenes to determine cause and origin of fires and report them in the designated format, within ten days to the State Fire Marshal.
14. Prepares and presents documentation in a court of law to support fire cause and origin determination.
15. Conducts voluntary home inspections.
16. Responds, when assigned, to major fires and functions as assigned.
17. Provides a line item budget with attached report of prior year inspections, including Deputy Fire Marshall's reports to the First Selectman by March 15 every year.
18. Maintains the 90 hours of continuing education every three (3) as required by the State Statute Sec. 29-298.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **SUPERVISION GIVEN**

Deputy Fire Marshalls

## **SUPERVISION RECEIVED**

This position is supervised by the First Selectman

## **QUALIFICATIONS**

1. High school diploma or GED equivalent.
2. Extensive knowledge of modern fire prevention principles, procedures, techniques and equipment.
3. Extensive knowledge of building, electrical, mechanical and fire codes.
4. Extensive knowledge of inspection techniques.
5. Working knowledge of fire suppression techniques and equipment.
6. Ability to effectively apply standard fire prevention techniques.
7. Ability to act effectively in emergency and stressful situations.
8. Ability to follow verbal and written instructions.
9. Ability to communicate effectively orally and in writing.
10. Ability to establish effective working relationships with employees, other agencies, and the general public.
11. Must be 21 years or older.
12. Must have current Fire Marshal certification from the State of Connecticut.
13. Must possess a valid driver's license.

## **TOOLS AND EQUIPMENT USED**

Vehicle, radio, pager, personal computer, calculator, phone.

## PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
2. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 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.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

1. While performing the duties of this job, the employee often works in outside weather conditions.
2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually moderate.

## HOURS

Hours vary and much of the work is “on call.” The Fire Marshall must be available to respond quickly in the event of an emergency.

Is often required to work outside “normal business hours.”

## COMPENSATION

1. The annual stipend for this position is set by the Board of Selectmen and paid yearly.
2. This position is exempt from “overtime” wages.
3. Any travel required is compensated at the prevailing IRS rate.
4. There are no retirement or health benefits associated with this position.

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The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.