

DEPUTY FIRE MARSHAL – TOWN OF CHILI

Code No. 4-18-497

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for conducting fire inspections for the Town of Chili. Work also involves acting for the Fire Marshal during absences as well as responsibility for code enforcement activities. The employee reports directly to and works under the general supervision of the Building Department Manager. General supervision may be exercised over a subordinate technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Conducts inspections required by the New York State Fire Code, and Code of the Town of Chili, and prepares associated reports;

Acts as Fire Marshal and assumes the duties of Fire Marshal during absences;

Acts as Code Enforcement Officer for the Town, enforcing the Town Code, and New York State Fire Codes;

Coordinates with the department manager to assign weekly and daily work responsibilities to subordinate technical staff;

Implements, when necessary, the disaster procedures of the town in accordance with the rules and amendments of the National Fire Protection Association (NFPA) and the Civil Defense;

Attends meetings of the Town or other public meetings as needed;

Reviews site plans and building plans for construction, reconstruction, remodeling, etc., to document and comment on compliance with State, Local and Town Fire Codes;

Coordinates with local fire districts to ensure cooperation, communication, and approval of plans or permitted works;

Prepares correspondence and reports to follow up with project review and inspections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the Town's goals and objectives as related to fire code enforcement; good knowledge of fire prevention methods; good knowledge of state and local fire prevention codes; good knowledge of what constitutes a fire hazard or code violations; working knowledge of the principles of architecture and engineering; ability to review and interpret site and building plans for compliance with codes; ability to investigate the cause and origin of a fire; ability to recognize fire hazards and code violations; ability to act in the absence of the Fire Marshal; ability to perform inspections; ability to communicate effectively orally and in writing; ability to read and interpret fire and building codes; ability to speak before groups; ability to establish and maintain

effective working relationships; dependability; tact; courtesy; integrity; honesty; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS, either:

- (A) One (1) year paid full time or its part time equivalent experience as a Firefighter, Fire Investigator, Fire Inspector, Fire Education Officer; OR,
- (B) Five (5) years of experience as a volunteer Firefighter*; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering Construction or Fire Protection Technology; OR,
- (D) Two (2) years paid full time or its part time equivalent experience in building inspection, building construction or building code enforcement, PLUS two (2) years as a volunteer Firefighter*; OR,
- (E) Any equivalent combination of training and experience as defined by the limits of (A), (B), (C), and (D) above.

*Volunteer Firefighters must provide documentation from the employing agency detailing dates of employment or volunteer work, average number of hours worked per week, and job duties, at the time of application.

SPEICAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: November 8, 2007