

## DEPUTY FIRE MARSHAL

Code No: 4-18-364  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible position in a Town involving fire protection and prevention. Employees of this class inspect public, semi-public and commercial establishments for conformity to the NYS Fire Prevention Code. The employee reports directly to and works under the general supervision of the Fire Marshal. Supervision is exercised over Assistant Fire Marshals, Part Time. Does related work as required.

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

Inspects public, semi-public and commercial establishment for conformity to the New York State Fire Prevention Code;

Attends meetings with builders, developers, architects and engineers to provide information and input relative to the New York State Fire Prevention Code;

Conducts certificate of occupancy inspections;

Reviews site plans and building plans for conformity to the New York State Fire Prevention Code;

Coordinates with local building department to ensure cooperation, communications and avoidance of duplication work;

Assigns work to Assistant Fire Marshal;

Acts as Fire Marshal in his/her absence;

Attends meetings of the Town Board or other public hearings;

Communicates with local fire districts regarding new construction or special circumstances within their district;

Assists Fire Marshal in the administration of the department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of fire prevention methods; good knowledge of fire prevention codes; good knowledge of what constitutes a fire hazard or code violation; working knowledge of the principles of architecture and engineering; working knowledge of building plans and specifications; supervisory skill; ability to interpret plans and specifications; ability to investigate the cause and origin of a fire; ability to recognize fire hazards and code violations; ability to communicate effectively; dependability; tact; good judgement; integrity; honesty; physical conditions 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 experience as a volunteer Firefighter\*; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associates 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 fire fighter; OR,
- (E) Any equivalent combination of training and experience as described 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.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 4, 1995