

FIRE MARSHAL

Code No. 6-06-002
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for inspection and enforcement activities involving fire protection and prevention. Duties involve inspecting public and semi-public buildings to determine the presence of fire hazards and enforce local and State laws and ordinances pertaining to fire prevention and life safety. Duties also involve acting as liaison with local fire districts to furnish and receive information regarding fires, fire hazards and code violations. The Fire Marshal reports directly to and works under the general supervision of a Town Supervisor, Building Inspector or other higher level staff member. General supervision may be exercised over one or more Assistant Fire Marshals and lead supervision may be provided to volunteer inspectors. 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.)

Inspects public, semi-public and other commercial establishments to ascertain the extent of conformity to the New York State Uniform Fire Prevention and Building Code and other relevant laws and ordinances;

Orders the removal or correction of fire hazards and fire code violations;

Informs fire districts of local conditions and of special features involved in buildings or areas located in their districts;

Inspects yards and fields for the presence of rubbish and hazardous material;

Recommends fire detection and suppression measures;

Establishes and enforces fire lanes;

Issues permits for combustible material, fire alarms, etc;

Prepares reports and maintains records;

Reviews building plans for code compliance, and participates in approval process for new structures and renovations to existing buildings, subdivisions, road layouts and accessibility;

Acts as liaison between the fire district and government agencies;

Reviews and maintains level of preparedness for disaster;

Reviews and approves plans for hydrant locations and the size of water mains in new commercial, industrial and residential areas;

Answers fire calls at commercial and residential sites aiding police and fire departments, and responds to any calls when requested by police or fire agencies;

Investigates the cause, origin and circumstances of fires involving injury, loss of life or substantial property damage;

Speaks to groups, organizations and businesses on fire prevention, fire detection systems, fire protection equipment and evacuation procedures;

Prepares materials to be used for Fire Prevention education.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of fire prevention methods; good knowledge of various fire and building codes for public and semi-public buildings; good knowledge of New York State Uniform Fire Prevention and Building code; good knowledge of relevant laws and ordinances; good knowledge of the geography of the jurisdiction; good knowledge of what constitutes a fire hazard or code violation; working knowledge of modern principles and materials used in general construction; working knowledge of the principles of architecture and engineering; 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 follow through on fire hazards or code violations to see they are corrected; ability to foresee any unusual difficulties in firefighting; ability to communicate orally; ability to prepare reports and records; orderliness; good manners; honesty; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience as a Firefighter, Fire Investigator, Fire Inspector, Fire Education Officer, or closely related field; OR,
- (B) Ten (10) years 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 Fire Science, Fire Protection Technology, or closely related field; OR,
- (D) Two (2) years paid full-time or its part-time equivalent building inspection, building construction or building and fire code enforcement experience, PLUS one (1) year experience as described in (A) or five (5) years experience as described in (B); OR,
- (E) Graduation from a regionally accredited or New York State Registered college or university with an Associate's degree in Engineering, Construction Technology, Civil Engineering or a closely related field, plus one (1) year experience as described in (A) or five (5) years experience as described in (B); OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

*Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter from the chief/director of the participating district or department stating the title(s) of the positions and months and years of volunteer service.

SPECIAL REQUIREMENTS: Completion of the New York State Basic Code Enforcement Training Course at the time of appointment or within a time specified by the Secretary of State.

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

REVISED: April 14, 1983
REVISED: September 19, 1991
REVISED: December 9, 1999
REVISED: September 7, 2017