FIRE MARSHALL

DISTINGUISHING FEATURES OF THE CLASS: The work involves the inspection/enforcement of New York State Uniform Fire Prevention and Building Codes and local town ordinances in the elimination of fire hazards. This class involves a high degree of responsibility since lack of enforcement of fire codes and ordinances may result in the loss of life and property. General supervision is received from the Town Board. The position of Fire Marshall differs from the position of Fire Inspector in that the Fire Marshall has responsibility for the enforcement of the rules and regulations governing fire hazards. The Fire Marshall will conduct fire inspections as well as enforce fire ordinances and codes. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs inspections to ensure that building construction, repair and alteration conforms with all requirements of applicable fire ordinances, codes and laws;
Inspects buildings and structures damaged by fire to determine if the structure is safe for occupancy or if further demolition is necessary for public safety;
Investigates complaints of fire hazards and provides direction in correcting irregularities or violations;
Works with code enforcement personnel regarding unresolved fire code issues and complaints;
Tests for flammable and combustible storage tanks and piping;
Inspects new installations of combustible storage tanks and piping and makes annual inspections;
Reviews plans for new fire alarm and sprinkler systems and tests installed systems;
Provides support to businesses to achieve code compliant fire inspections;
Conducts fire protection plan reviews and reviews of fire safety evacuation plans;
Maintains records and prepares reports of findings including violations or infringements of fire code standards;
Informs and updates emergency personnel services of local conditions and special hazards in their areas;
Acts as a liaison between the fire districts and governmental agencies;
Meets with the Town Board in the promulgation of fire prevention ordinances and codes;
Assists in reviewing building permits to assure compliance with fire codes;
Promotes fire safety through education programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of State and local fire prevention ordinances and building codes as they pertain to fire hazards; good knowledge of applicable codes, regulations and laws governing building construction and renovation; good knowledge of modern principles of fire prevention and protection; working knowledge of the principles and practices of supervision as they relate to fire inspections; ability to interpret and apply fire prevention and building codes; ability to evaluate buildings and/or construction against building and fire code standards; ability to recognize faulty construction or hazardous conditions created by deterioration or damage; ability to keep records and to prepare reports in a clear and concise manner; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school, or possession of a high school equivalency diploma, AND current certification as a Building Safety Inspector or Code Enforcement Official pursuant to the NYS Department of State's Division of Code Enforcement and Administration AND one (1) year full-time experience, or its part-time equivalent, as a paid or volunteer firefighter actively involved in firefighting, fire prevention and fire safety.

* SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Within 12 months of appointment the appointee must successfully complete a New York State training course on the Fire Prevention and Control Codes.

Minimum qualifications continued on Page 2

FIRE MARSHALL

MINIMUM QUALIFICATIONS: (Continued)

NOTE: Information without substantiation by official documents is insufficient.

- Volunteer firefighting experience will be accepted on a prorated basis and must be documented. Volunteer experience shall be defined as:
  - Actual time spent in firefighting training;
  - Attending official department functions
  - Responding to emergency situations as a member of an emergency fire department.
- Time spent in fund raising, parades, or social or sporting events will not be credited.
- The time claimed must be verified by the submission of copies of official department documents and completion of an official verification form.

APPROVED: MARCH 26, 1996
REVISED: JUNE 13, 2019
CIVIL SERVICE CLASSIFICATION: COMPETITIVE