



TOWN OF PUTNAM

Municipal Complex
200 School Street
Putnam, Connecticut 06260
Telephone: (860) 963-6800

PART TIME POSITION POSTING

Deputy Fire Marshal

The Town of Putnam is seeking applicants for the position of part time Deputy Fire Marshal.

Position Summary

The Town of Putnam is seeking a Deputy Fire Marshal with a preferred certification by the Connecticut State Fire Marshal Certification per Connecticut General Statutes 29-298. If not certified, certification will be required within 1 year of hire. This position will report to the Fire Marshal and will coordinate with the Town Administrator, Mayor and various Town Committees including the Board of Selectmen. Performs a variety of complex administrative, supervisory, technical, and professional work related to fire inspection, fire prevention, and the investigation of fires for origin and cause. Responsible for planning, organizing, directing, and implementing fire prevention and enforcement of the Connecticut Fire Safety Code to prevent or minimize the loss of life and property by fire. Applicant is preferred to reside within a 20-mile radius of the Putnam Municipal Complex to assist in timely arrivals of emergency calls.

Duties of the position include:

1. Works closely with the local building department staff during plan review and construction of, addition to, or renovation of buildings and facilities, and life safety systems within local jurisdiction to ensure compliance within the provisions of Connecticut's fire safety regulations and codes.
2. Directs and supervises the examination of construction plans to ensure compliance with the State Fire Safety Code and related Town ordinances.
3. Plans, coordinates, supervises, and evaluates fire prevention operations.
4. Plans, coordinates, supervises, and evaluates investigations for the origin, cause, and circumstance for all fires and explosions within local jurisdiction. Such investigations shall be reported to the State Fire Marshal pursuant CGS 29-302 & 29-303.
5. Coordinates and directs the inspection of all structures and facilities regulated by the State Fire Safety Code to ensure that construction, alterations, or maintenance work is accomplished in compliance with approved plans, the State Fire Safety Code and related Town ordinances.
6. Exercises all authority provided to, and meets all responsibilities imposed upon, local Fire Marshals by local, State or Federal law. Cooperates with local, State and Federal agencies

and courts as appropriate where activities of the Fire Marshal are concerned; testifies as necessary in related proceedings.

7. Develops policies and procedures for the Putnam Fire Marshal's Office as necessary to ensure efficient operation or implements directives from the Mayor, Board of Selectmen, and Town Administrator.
8. Plans, promotes, and implements a comprehensive plan to ensure compliance with, and uniform enforcement of, the Connecticut State Fire Safety Code and related local and State laws and regulations under policies established by Mayor, Board of Selectmen, and Town Administrator.
9. Coordinates and directs the issuance of violation and abatement notices as appropriate; assists and testifies in related court cases as required.
10. Ensures assistance is provided to property owners, contractors and others in interpreting and explaining the State Fire Safety Code and related Town ordinances.

Required Qualifications:

Graduation from an accredited college or university with an Associate's degree with a major field of study in Fire Science, Emergency Management or a closely related field. Connecticut State Fire Marshal Certification per Connecticut General Statutes 29-298. Certified Open Burning Official per Connecticut General Statutes Section 22a-174(f) is required within 1 year of hire, if not previously certified. 10 years of experience in fire suppression work and 5 years of experience as a Deputy Fire Marshal. Suitable experience may be substituted for education attainment if deemed appropriate by the Mayor and Town Administrator.

Compensation:

This part-time position is a stipend position, based on an expected 95 hours per month including on-call hours of nights, weekends, and holiday. The expected compensation range is approximately \$20,000 - \$30,000 per year, with possible negotiation depending on experience and certification status. There is no health, dental, pension or other benefits with this position.

Work Environment and Physical Demands:

This job operates in a professional office environment with occasional regular related field work. While performing the duties of this job, the employee may regularly work in outside weather conditions in extreme heat or extreme cold. The employee may regularly work near moving mechanical parts; in precarious places; and with explosives; may regularly be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes, or airborne particles, toxic or caustic chemicals, vibration, and life-threatening situations, including possibly being assaulted by others. It may be expected that the individual could be exposed to blood or other potentially infectious materials during his/her duties. The noise level in the work environment can and will range from a quiet office setting to noisy industrial settings or fire scenes. Noise levels can be expected to exceed 100 decibels in certain environments. While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time with or without notice.

EEOC Statement:

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Applications with cover letter and resume must be received via email to mariah.clifford@putnamct.us by March 10, 2023.