



Town of Suffield Job Posting

Position: Fire Marshal

Post Date: April 18, 2024

End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserve its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a Fire Marshal who plans, organizes, and participates in the administration of a comprehensive fire inspection, investigation, and prevention program in accordance with Connecticut State Statutes and the C.T. Fire Safety Codes. Serves the residents of Suffield in a customer-oriented manner that helps promote a positive, professional image for the Town government.

Compensation and Benefits:

This is a non-benefit eligible position and does not include health insurance, pension, or other benefits. The compensation range is \$25,000 - \$35,000 per year.

Supervision Received:

The position will coordinate with the First Selectman and works with Town Administration and various boards and commissions.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Enforces the Connecticut Life Safety code, including inspection of certain occupancies, performs investigations of fires, hazardous materials incidents, and other incidents falling under Fire Marshal jurisdiction as outlined in the Connecticut General Statutes, Chapter 541, Fire Marshal and Fire Hazards; Fire Life Safety Code, Section 29- 291 through Section 29-370 and all other applicable federal, state and local laws and ordinances.
2. Serves as principal inspector of buildings and facilities to assure conformance of building structures with the Life Safety Code and Applicable N.F.P.A. Standards and directs enforcement actions.
3. Participates in the technical review of and provides comments on all building plans and development proposals and determines fire lanes and fire hydrant locations.
4. Investigates all fire alarm incidents, investigate all fires, and prepare required reports for the Office of State Fire Marshal.
5. Position 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 the local jurisdiction to ensure compliance with the provisions of Connecticut's fire safety regulations and codes
6. Inspects vehicles transporting flammable materials yearly and issues permits or takes necessary enforcement action.

7. Inspects Child Day Care Centers yearly and issues Certificates of Compliance or takes necessary enforcement action.
8. Inspects Places of Assembly that serve alcohol yearly, issue a Certificate of Compliance, or take necessary enforcement action.
9. Reviews plan, inspects the installation, test, and register all Fire Alarm Systems.
10. Provides information and technical assistance to Town and State officials and departments.
11. Prepares and provides information to private and public organizations on fire safety and prevention.
12. Attends State Mandated Training to maintain the required Continuing Education Units in accordance with State Statutes.
13. The applicant is preferred to reside within a fifteen (15) mile radius of Suffield
14. Ensures that all records are properly kept, and all necessary reports are made.
15. Maintains effective working relationships with Town departments, State and Town officials, and the public.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications:

1. Certification as a Fire Marshal in accordance with Connecticut State Statutes.
2. Connecticut Motor Vehicle Operator's License.
3. Certification as Fire Officer II in accordance with the State of C.T. Commission on Fire Prevention and Control is preferred.
4. Certified as an Emergency Medical Responder or above, in accordance with State of C.T. Department of Public Health, Office of Emergency Medical Services requirements.

Education and Experience:

1. The qualifications required would generally be acquired with a High School Degree and supplemented by college-level courses in Fire Prevention, Inspection and Investigation technology, and two (2) years' experience in fire inspection, OR an equivalent combination of experience and training.
2. Graduation from an accredited college or university with a Bachelor's Degree with a major field of study in Fire Science, Emergency Management, or a closely related field is preferred.
3. Ten (10) years of experience in fire suppression and five (5) years of work experience as a Deputy Fire Marshall.
4. Relevant experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills, and Abilities:

1. Thorough knowledge of fire and safety code inspection practices, fire safety, fire prevention, and protection practices.
2. Knowledge of Town and State life safety and building codes and laws.
3. Knowledge of fire investigation practices, procedures, and techniques.
4. Ability to investigate and determine the cause of fires.
5. Ability to read, interpret and enforce Life Safety Codes, Standards, and regulations.
6. Ability to read and interpret building and site plans.
7. Ability to prepare and present fire safety prevention and education programs.
8. Ability to climb and crawl to remote sites and in adverse conditions to perform inspections.
9. Ability to prepare statistical and narrative reports.
10. Ability to deal effectively with Town departments, Town and State Officials, the public, and the media.
11. Ability to properly utilize data processing and photography equipment.

Physical and Mental Requirements/Work Environment:

1. Reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary).
2. Ability to work flexible hours, including nights and weekends, and be on call after normal work hours.
3. Ability to get from one location in the office or work site(s) to other locations in and outside the primary office or work site(s). Ability to sit and/or stand for long periods.
4. Ability to reach, bend, push/pull, or lift objects less than twenty pounds.
5. Mobility to make inspections and investigations of sites, which may include climbing, walking on roofs, and crawling.
6. Ability to accurately perform manipulative skills such as writing and using a keyboard and/or calculator.
7. Ability to see and read objects closely, such as wiring or reading narrative or financial reports. Ability to read plans, maps, and diagrams from a computer monitor. Ability to see objects far away, as in driving. Ability to discriminate between colors.
8. Ability to hear normal sounds with background noise while using a telephone. Ability to distinguish verbal communication and communicate through speech.
9. Ability to communicate effectively in oral and written form.
10. Ability to maintain files and records and to make mathematical calculations using a calculator.
11. Ability to concentrate on complicated detail and complex issues with some interruption, pressure, and changing priorities.
12. Memory to perform multiple and diverse tasks over long periods and the ability to remember information that has been read, studied, or previously learned.
13. Ability to use knowledge and reasoning to solve complex problems.
14. Ability to learn and apply new information, technology, and legislation applicable to departmental activities.

Special Requirements:

1. Must be available to answer emergency calls on a 24 hour basis.
2. Valid, active Motor Vehicle Operator's license preferred.
3. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

Tools and Equipment Used:

This job operates in a professional office environment with occasionally related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

The physical demands here represent those that must be met by an employee to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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.

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, postage machines, printers, and fax machines. The noise level in the work environment is usually quiet.

Works in a typical office setting subject to interruptions, heavy traffic flow, and heavy work volume expectations and performs outside inspections and investigations, which include exposure to fluctuations in temperature and seasonal weather, including wetness and humidity. They may be exposed to electrical hazards and hazardous materials. They may be exposed to chemicals, dust, and electromagnetic radiation, as in C.R.T.'s.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

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.

Travel:

Travel is primarily local during the business day, although some out-of-the-area travel and overnight may be expected for conferences and seminars.

EEOC Statement:

It is the policy of the Town of Suffield 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 Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

The part-time position based on an expectation of up to seventy-six (76) hours per month, including on-call hours which may include nights, weekends, and holidays.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to sfoley@suffieldct.gov or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process