

# ASSISTANT CHIEF FIRE MARSHAL

**Department: Public Safety**  
**Classification: Competitive**  
**Specification Number: 4380**  
**Approved: 8/2/23**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree in the field of Fire Science and four (4) years of experience as either a paid or a volunteer member of a fire department, at least one (1) year of which must have been in a supervisory position; or,
- b) Possession of a certificate in the field of fire science awarded by a college with federally-authorized accreditation or registration by NY State and five (5) years of experience as either a paid or a volunteer member of a fire department, at least one (1) year of which must have been in a supervisory position; or,
- c) Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Education Department and six (6) years of experience as either a paid or volunteer member of a fire department, at least one (1) year of which must have been in a supervisory position.

### ***PROMOTIONAL***

One (1) year of permanent competitive status as a Fire Marshal II.

## **NECESSARY SPECIAL REQUIREMENTS**

- I. At the time of appointment and during employment in this title, candidates will be required to possess a valid license to operate a motor vehicle in New York State.
- II. All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The certification must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs shall be attended as scheduled.
- III. As Peace Officers an employee in this title will be required to have a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

\*The above license and certifications required must be maintained throughout employment in this title.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title assists the Chief Fire Marshal in planning and administering town programs of fire prevention. The incumbent is expected to exercise independent judgment and initiative, and supervises a small staff. Performance is reviewed by the Chief Fire Marshal through written reports, conferences and inspections. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Makes recommendations pertinent to the policies and programs of fire prevention;
- Prepares reports on the progress of various programs;
- Assists in assigning work to and supervising the activity of a staff of Fire Marshals;
- Assists in supervising and participates in the inspection of buildings and structures and notes their condition and safety for continued use;
- Assists in supervising the investigation of complaints, follows up cases and reinspects premises to insure correction of violations;
- Assists in supervising and participates in inspection of sites after fires to determine the cause of the fire;
- In the absence of the Chief Fire Marshal performs those duties as necessary.

## **ASSISTANT CHIEF FIRE MARSHAL**

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the laws, rules, regulations, ordinances, aims and purposes of the fire service; thorough knowledge of modern fire-fighting and fire prevention techniques and of typical sources of fire hazards in buildings and equipment; ability to detect fire hazards in buildings and equipment; ability to explain pertinent provisions of laws and regulations to property owners, Town officials and the general public and to enforce fire safety laws with firmness, tact and impartiality; ability to conduct investigations and surveys and prepare reports; ability to supervise in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.