

CHIEF FIRE MARSHAL

Department: Public Safety
Classification: Competitive
Specification Number: 4390
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 volunteer member of a fire department, two (2) years 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 volunteer member of a fire department, two (2) years of which must have been in a supervisory position; or,
- c) Graduation from a standard senior high school and six (6) years of experience as either a paid or a volunteer member of a fire department, two (2) years of which must have been in a supervisory position.

PROMOTIONAL

Either:

- a) One (1) year of permanent competitive status as an Assistant Chief Fire Marshal; or,
- b) Two (2) years 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 is responsible for the planning, assignment and supervision of all town personnel engaged in the area of fire prevention. The incumbent is responsible for administering the fire marshal policies, procedures and regulations through organizing and directing the activities of technical and clerical personnel. The incumbent is responsible for establishing and maintaining standards of operation and enforcing the New York State and Town adopted Fire Codes. Work is performed under the direction of Town Public Safety administrators, and is reviewed through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Assigns work to and supervises the activity of Fire Marshals;
- Supervises and participates in the inspection of buildings and structures and notes their condition and safety for continued use;
- Supervises the investigation of complaints, follows up cases and reinspects premises to ensure correction of violations;
- Supervises and participates in the inspection of sites after fires to determine the cause of the fire;
- Consolidates reports of investigative activities and prepares periodic reports of the status of programs and fire marshal activities.

CHIEF FIRE MARSHAL

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of the laws, rules, regulations, ordinances and purposes of the fire service; comprehensive 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 keep complex records and prepare reports; ability to plan, develop, coordinate and supervise the work of others in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.