

# **FIRE MARSHAL II**

**Department: Public Safety**  
**Classification: Competitive**  
**Specification Number: 4370**  
**Approved: 5/2/23**  
**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, and two (2) years of experience as either a paid or volunteer member of a fire department; or,
- b) Possession of a certificate in the field of fire science from a college with federally-authorized accreditation or registration by NY State, and three (3) years of experience as either a paid or volunteer member of a fire department; or,
- c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience as either a paid or volunteer member of a fire department.

### ***PROMOTIONAL***

Two (2) years of permanent competitive status as a Fire Marshal I.

## **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 employees in this title, will be required to have a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

\*All licenses and certifications required must be maintained throughout employment in this title.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class supervises Fire Marshals I and participates in the inspection of all types of buildings to insure compliance with established fire safety standards. Assignments may include fire safety programs, fire prevention inspection of municipally owned or leased and/or public and private buildings, recommendations for building evacuation procedures, and acting in an advisory capacity when needed for municipal departments and/or public and private organizations, and responding to hazardous material incidents. Assignments are received from an administrative superior and may include the more difficult assignments. Work is performed under general supervision and is reviewed in progress and upon completion by means of observation, conferences and written reports. Performs related work as required.

## **TYPICAL WORK ACTIVITIES**

- Assigns work to and supervises subordinate Fire Marshals I and clerical personnel;
- Instructs and trains new employees in conducting inspections and investigations;
- Develops and directs fire safety and fire protection programs for presentation to various groups;
- Supervises and participates in the inspection of buildings and structures and notes their condition and safety for continued use;
- Inspects fire extinguishing and fire prevention equipment in business establishments;
- May interpret fire and multiple residence codes to contractors, architects, and the public;
- Supervises and participates in the inspection of sites after fires to determine cause;

## **FIRE MARSHAL II**

**Supervises and participates in inspection of buildings to determine where fire hazards exist and makes recommendations for corrections of unsafe conditions;**

**Supervises and participates in investigations of complaints; reports violations; follows up cases and re-inspects premises to insure correction of violations;**

**Consolidates reports of investigative activities and prepares periodic reports on the status of the program;**

**May respond to hazardous material incidents.**

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

**Thorough knowledge of modern firefighting and fire prevention techniques and of typical sources of fire hazards in buildings and equipment; thorough knowledge of applicable fire safety laws, ordinances, rules and regulations; good knowledge of modern developments, current literature and other sources of information pertaining to fire safety and detection, fire education, and fire protection; good knowledge of the methods and techniques involved in planning and presenting programs on fire education and safety; ability to explain pertinent provisions of laws and regulations to property owners, municipal officials and the public and to enforce fire safety laws with firmness, tact and impartiality; ability to maintain records and prepare reports; ability to express oneself clearly and concisely both orally and in writing; ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.**