

FIRE MARSHAL I (P/T)

Department: Public Safety

Classification: Non-Competitive

Specification Number: 4360

Approved: 8/2/23

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree, and one (1) year 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 two (2) 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 three (3) years of experience as either a paid or volunteer member of a fire department.

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 obtain 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 inspection of all types of buildings to ensure compliance with established fire safety standards. Assignments may include fire safety programs, fire prevention inspection of Town owned or leased and public and private buildings, recommendations for building evacuation procedures, acting in an advisory capacity when needed for Town departments and public and private organizations, and responding to hazardous material incidents. Assignments are received from an administrative superior; regular inspections are made independently. Work is reviewed in progress and upon completion by means of observation, conferences and written reports. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Inspects Town owned or leased buildings to determine where fire hazards exist;
- Re-inspects the premises where violations were discovered to ensure their correction;
- Documents fire scene investigations detailing the nature and cause of fires;
- Reports violations; reports repeated violations to proper authorities for further action;
- May research the latest information and methods concerning new techniques and products of fire safety;
- Assists in preparing plans for fire safety, fire detection and evacuation, and natural and technical disaster preparation, mitigation, response and recovery procedures;
- Maintains records and prepares reports of inspections and investigations;
- Review building plans, fire sprinkler plans, site plans for fire department access, and evacuation procedures;
- Cooperates with other law enforcement agencies including the Arson Squad of the Suffolk County Police Department, the First Precinct on Administrative Search Warrants, State Liquor Authority Checks, NYS Dept. of Environmental Conservation Police, the NY State PD, and the Environmental Crimes Unit of the Suffolk County District Attorney;
- Photographs fire scenes and violations of fire prevention laws, using a variety of photographic equipment to record and preserve evidence;
- May respond to hazardous material incidents.

FIRE MARSHAL I (P/T)

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good knowledge of modern firefighting principles and prevention techniques of typical sources of fire hazards; good knowledge of the laws, rules and regulations governing fire safety, firefighting, fire prevention and detection; working knowledge of the modern developments and current literature available and sources of information pertaining to the fields of fire safety and detection, fire education and fire protection; good knowledge of methods used for investigation of hazardous conditions; ability to plan and present effective fire safety and education programs for groups of all ages; ability to explain pertinent provisions of laws and regulations to property owners, Town officials and the public; ability to enforce fire safety laws with fairness, tact and impartiality; ability to express oneself clearly and concisely both orally and in writing; ability to maintain records and prepare reports; physical condition commensurate with the demands of the position.