

**POSITION DESCRIPTION**  
**Deputy Fire Marshal**  
**BLUE HILLS FIRE MARSHAL'S OFFICE**

**Position Title:** Deputy Fire Marshal  
**Department:** Fire Marshal's Office  
**Supervised by:** Fire Marshal  
**Status:** Part-time/minimum 20 hours per week, additional hours for coverage as needed, after hours on call.  
**Rate:** \$25.00 per hour

**BASIC FUNCTION:**

Under the general direction of the Fire Marshal, the Fire Inspector shall be responsible for the fire inspection and prevention activities assigned to them by the Fire Marshal. Said fire inspection and prevention activities shall be conducted in accordance with the provisions of the Connecticut General Statutes (CGS) Chapter 541, all local ordinances, and applicable regulations and standards as recognized by the State of Connecticut and the Blue Hills Fire District.

**ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Shall inspect those occupancies, as assigned by the Fire Marshal, to determine compliance with the Connecticut Fire and Life Safety Code, Connecticut Fire Prevention Code, and all applicable standards and regulations.
- Shall abate all fire hazards found during an inspection, in accordance with Section 29-306 of the CGS, as well as Directive #3 from the Office of the State Fire Marshal
- Resolves compliance issues with property owners and managers within the scope of knowledge and authority.
- Reviews and approves construction plans to determine compliance with the CGS.
- Responds to complaints regarding fire code violations or fire hazards.
- Maintains a variety of data and records regarding fire inspections, investigations, and prevention activities.
- Provides public education presentations in fire prevention, including but not limited to lectures, demonstrations, and presentation before community

groups, schools and other organizations as directed.

- Assists in fire investigation activities as directed.
  - Shall act as liaison for the Fire Marshal for the purposes of issuing permits, and authorizing by signature, any said permits or operations approved by the Fire Marshal, in their absence where permissible.
  - Prepare and maintain reports and documentation of individual activities.
  - Assist in developing plans for special assignments, i.e.; emergency preparedness, training programs, firefighting, hazardous materials, and pre-fire plans.
  - Performs general maintenance work in the upkeep of fire prevention equipment and systems.
- Performs related work as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Must hold current certification by the State of Connecticut Department of Emergency Services and Public Protection and provide documentation of successful completion of the Fire Safety Code Inspector and fire investigator modules as presented by the Office of Education and Data Management.
- Must be certified by the Commission on Fire Prevention and Control to the level not less than Firefighter II.
- Must be certified by the Commission on Fire Prevention and Control to the level not less than Hazardous Materials First Responder-Operational.
- Minimum of three (3)years' experience in Fire Code enforcement, fire investigations, and fire prevention with documented experience in the fire code plan review process.

### **Required Knowledge, Skills, and Abilities**

Extensive knowledge of:

- Modern fire prevention principles, procedures, and fire protection systems and equipment.
- Educational methods as they relate to presenting programs of fire and life safety instruction.
- An understanding of the fire service and its vital role in protecting the community.
- NFPA 921 and how it is applied to fire investigations.
- Basic science of fire behavior.

**Working Knowledge of:**

- Computers, common software including Microsoft Word, Excel, Powerpoint, and associated equipment.
- Reading and interpreting construction plans and documents
- Emergency scene operations and safety at an officer's level
- Water supply and hydraulics
- Fire, inspection, and investigation reporting software

**Desirable Knowledge, Skills, and Abilities**

- Completion of any courses related to fire service response for Homeland Security.
  - Completion of any advanced hazardous materials training, including but not limited to hazardous materials technician.
  - Enrollment in, and progressively successful completion in coursework within the National Fire Academy fire prevention technical curriculum.
  - Familiarity of the Blue Hills Fire District community
- Any specialized trades knowledge, i.e carpentry, electrical, mechanical, etc.

**SPECIAL REQUIREMENTS**

- Must possess and maintain a State of Connecticut driver's license; CDL B, or Class D with Q restriction. Said license shall always remain current and valid while under employment by the Blue Hills Fire District.
- Must be able to speak, read, and write the English language.
- Must wear proper uniform as provided while on-duty.
- Must be able to wear breathing protection, including but not limited to Self-contained Breathing Apparatus (SCBA) and adhere to all guidelines governing the use of said equipment.

**WORKING CONDITIONS**

- Work outdoors in a variety of weather conditions, including extreme heat and cold.
- Work at heights greater than ten (10) feet above finished grade.
- Ability to climb ladders and/or steps to reach objects and areas.
- Ability to function and move about construction sites and buildings in various stages of construction.
- Ability to walk in and about severely fire-damaged structures.
- Ability to wear SCBA and fire gear for a long period of time.
- Ability to identify and use common hand tools.
- Ability to move objects and/or equipment weighing up to fifty (50) pounds

over long distances.

- Sitting at a desk entering data into a computer, and/or review construction plans and documents.
- Operating a variety of office equipment, such as computers, copiers, scanners, and fax machines.

## **SELECTION GUIDELINES**

May include any or all the following:

- Formal written application and submission of resume
- Review of education and experience to determine compliance with Qualifications
- Written and/or assessment center examination
- Oral Board
- Interview with Fire Marshal and Fire Commissioners
  - Complete background and driver's license verification check
- Offer of employment

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