

FIRE MARSHAL

DISTINGUISHING FEATURES OF THE CLASS: The position of Fire Marshal involves responsibility for inspection of public and private buildings and property to locate, report and eliminate fire hazards; responds to fire alarms and emergencies and has responsible charge of a fire company. Under the general supervision of the Fire Chief, the incumbent investigates the causes of fires. The position may also include duties involving the inspection and supervision of new construction and repair of buildings and structures, to determine compliance with local building and zoning ordinances and the multiple residence law. Direct supervision is exercised over Fire and Code Inspection Officers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects public and private buildings and property to locate fire hazards and other unsafe conditions;
Inspects buildings in process of construction or repair to ascertain compliance with building code requirements;
Reports building code violations to superior;
Reports all fire hazards or unsafe conditions to superior;
Notifies property owners or responsible persons of the existence of fire hazards and recommends measures to eliminate them;
Notifies property owners or responsible persons of building code or multiple residence law violations;
Makes follow-up inspections to insure compliance with recommendations;
Assists in taking remedial action in event of non-compliance with recommendations;
Prepares and maintains a variety of reports and correspondence using various computer applications;
Responds to fire alarms and emergencies and may direct work of firefighters at the scene of fire;
Conducts investigation into the causes of fires and explosions;
Inspects property at scene of fire to prevent re-ignition;
Performs salvage, ventilating, and other work common to fire fighting;
Supervises the cleaning, checking and replacement of tools and equipment after a fire;
Make daily reports of personnel and activities;
Supervises all fire prevention activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of fire-fighting methods;

Good knowledge of modern principles and practices of fire prevention;
Good knowledge of local fire laws;
Good knowledge of local building codes and ordinances, and multiple residence laws;
Good knowledge of modern fire fighting methods and techniques;
Good knowledge of the geography of the community;
Working knowledge of proper practices and materials employed in building construction;
Ability to operate a personal computer and utilize various software programs;
Ability to gain the cooperation of others;
Firmness and courtesy;
Thoroughness and dependability;
Tact;
Good judgment.

SPECIAL REQUIREMENT: Must complete all current New York State codes courses and become certified by New York State to enforce same within twelve months of appointment.

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COMPETITIVE