

The Town of New Milford Fire Marshal's office is currently hiring for a part time Fire Inspector to assist the Fire Marshal Office in conducting field inspections throughout the Town. Qualified applicants will possess a valid Fire Inspector Certification from the State of Connecticut. Interest and qualified applicants should submit a Town of New Milford employment application, resume and 3 professional references to: Greg Bollaro, Personnel Director, 10 Main Street, New Milford, CT. 06776, Gbollaro@newmilford.org no later than September 11, 2020 close of business.

TOWN OF NEW MILFORD JOB DESCRIPTION

Fire Marshal's Office Fire Inspector Non-Union/Non-Exempt – 19.5 hrs/wk

General Statement of Duties:

Responsible for the proper administration and enforcement of all applicable statutes related to fire prevention, fire safety and life safety within the Bureau of State Fire Marshal, as delegated by the Commissioner of Public Safety and the Connecticut General Statutes, and when applicable, the interpretation and enforcement of structural and mechanical Building Codes.

Supervision Received:

Works under the direction of the Fire Marshal, Deputy Fire Marshal and the Mayor in accordance with the guidelines of the Bureau of State Fire Marshals. Works with the Building Official and Inspectors to eliminate redundant inspections and services.

General Duties for the Fire Marshal's Office:

- Investigates all fires of accidental and criminal nature and supervises fire and arson investigations, handling the collection, development and preservation of evidence for court presentation and usage.
- Inspects buildings of all types regulated by the Fire Safety Code and Connecticut General Statutes.
- Conducts inspections relative to the regulations governing the storage, use and transportation of flammable liquids, combustible liquefied petroleum gases, hazardous materials and chemicals.
- Conducts inspections and issues permits and licenses relative to the regulations governing motion picture projectionist and users of explosives, fireworks and special effects.
- Inspects amusement parks, mechanical rides and outdoor assemblies including, but not limited to, circuses, carnivals and assemblies under tents and portable shelters.

- Inspects restaurants, bars and private clubs for compliance to applicable codes before signing annual liquor permits.
- Issues licenses for and annually inspects daycare centers and nursing homes.
- Supervises placement of fire suppression tanks and hydrants.
- When applicable, reviews building and construction plans for compliance with Connecticut Basic Building Codes and issues building and occupancy permits.
- When applicable, inspects construction work and materials for Code compliance in areas of structural and mechanical design and proper workmanship.
- Prepares fire safety materials and conducts public speaking assignments and training courses on all aspects of the Connecticut Fire/Safety codes to private groups.
- May serve on the Local Emergency Planning Committee and other Commissions and Committees as deemed necessary.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Knowledge, Skills and Ability:

- Must possess knowledge of fire prevention and fire safety principles and practices, as well as knowledge of Connecticut State Fire Codes and Building Codes and Standards.
- Must possess knowledge of fire protection features and life safety concerning the safe storage and use of flammable, combustible and hazardous materials, chemicals and substances.
- Must understand the principles, practices and methods of building design and construction, and have the ability to review plans, blueprints, drawings and specifications as well as to prepare detailed written reports and correspondence.
- Must possess clear and concise communications skills and the ability to establish and maintain cooperative, working relationships with all those contacted in the course of the work.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.
- Ability to meet deadlines and prioritize work projects.
- Ability to work in an office setting subject to continuous interruptions.
- Ability to deal with a diversity of people in such a manner as to encourage compliance.
- Computer literacy with Window's run programs, email, Internet access, database and spreadsheet entry and reports and the ability to learn new programs as needed.
- Ability to traverse difficult, rocky steep or swampy terrain as required for site inspections.
- Ability to dig and shovel as needed.
- Ability to work outdoors in inclement weather.
- Must be able to drive and maintain a valid driver's license.
- Must be able available for on call duty, nights and weekends

Education, Training and Experience:

- Must have high school diploma or GED.
- Must have satisfactorily completed the CT certified Fire Inspector exam and hold a current Fire Inspector Certification from the State of CT.
- Must be experienced in and knowledgeable about building construction and basic fire safety requirements.
- Must maintain familiarity with changes in State Building and Fire Codes through continual training.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council