



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Deputy Fire Marshal
Department: Fire Marshal

Salary Group: Grade 14
NUTMEG Union
40 Hrs./wk.

Job Summary: Conducts fire inspection, fire investigations, and prevention programs in accordance with Connecticut State Statutes; enforces Connecticut State Fire Code and Town Ordinances.

Supervision Received: Works under the direction of the Fire Marshal in accordance with the guidelines of the Office of the State Fire Marshal.

Example of Essential Duties:

- Provides a high level of customer service while communicating complex data to resident's business owners, employees, and Town committees.
- Investigates fires of accidental and criminal nature;
- Responds to emergency calls as directed by the Fire Marshal or the Mayor
- Required to remain available for emergencies as needed during weekends, nights, holidays, and regular day shifts.
- Handles the collection, development and preservation of evidence as directed.
- Maintains confidentiality of records and information as appropriate
- Inspects buildings of all types regulated by the Connecticut 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 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.
- Issues open burn permits.
- Participates in plan review process as directed by Fire Marshal.
- Works with other departments concerning issues of public safety, inspections, and investigations.

- Assists the Fire Marshal with duties as delegated including fire inspections and prevention programs.
- Performs other duties as assigned that are both necessary and appropriate.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty required of the position.

Knowledge, Skills and Ability:

- Thorough knowledge of the Connecticut Codes, Statutes and Town of New Milford Ordinances governing properties, Connecticut State Fire Safety Code, Connecticut Fire Prevention Code, and Connecticut State Building Code.
- Must possess knowledge of fire protection features and life safety concerning the safe storage and use of flammable, combustible and hazardous materials, chemicals.
- 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 upon request.
- Demonstrated ability to meet deadlines, prioritize work projects and to work in a public office setting subject to interruptions.
- Demonstrated 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 wear Self Contained Breathing Apparatus, work in hazardous environments, climb ladders, crawl over rubble, work on roofs, work in confined spaces, stoop under collapsed timbers, and similar manual labor.
- Ability to dig and shovel as needed, and work outdoors in inclement weather. Ability to maintain effective working relationships. Strong written and verbal communication skills required.

Education, Training and Experience:

Bachelor's Degree in Fire Science, fire safety or related field preferred and 5 years' experience in fire service. Must complete a minimum of 90 hours of continual training and education every three years in State Fire Safety Codes as required by General Sates Statutes Section 29-298. Experienced in and knowledgeable about NFPA 921, Kirk's Fire Investigation and State Fire Certifications preferred. Veteran's preferred.

License/Certification:

Must have valid driver's license. Must have Connecticut State Fire Marshal Certification with Certified Fire Investigator designation preferred. (CFI). Hazardous Materials Operational certification preferred.

(This job description lists duties necessary for salary/performance evaluation and is not representative of all job duties and functions.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council - 09/06/02

Updated – May, 2004

Updated – September, 2005 – Approved by Town Council – 10/2005

Revised – March 2012 – Approved by Mayor – 4/2/2012

Approved by Town Council - 6/25/12

Updated by Personnel and Town Council job description committee 9/15/16

Approved by Town Council 10/11/2016

Upgraded to Grade 11 in AFSCME contract approved by Town Council 6/24/2019

Upgraded to Grade 14 through NUTMEG MOU 7/1/2024

Working Conditions, Physical and Mental Requirements: Works in an office setting that is subject to frequent interruptions and substantial contact with the public. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)					
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift					
Frequency:	N	O	F	C	Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands					Depth Perception			X						
Standing			X		Color Distinction			X						
Walking			X		Peripheral Vision			X						
Sitting			X		Driving			X						
Lifting			X		Physical Strength:									
Carrying			X		Little Physical Effort (-10 lbs.)			X						
Pushing			X		Light Work (-20 lbs.)			X						
Pulling			X		Medium Work (20-50 lbs.)			X						
Climbing			X		Heavy Work (50-100 lbs.)			X						
Balancing			X		Very Heavy Work (100+ lbs.)		X							
Stooping			X		Environmental Conditions:									
Kneeling			X		Cold (50 degrees F or less)			X						
Crouching			X		Heat (90 degrees F or more)			X						
Crawling			X		Temperature Changes			X						
Reaching			X		Wetness			X						
Handling			X		Humidity			X						
Grasping			X		Extreme Noise or Vibration			X						
Twisting			X		Exposure to Chemicals			X						
Feeling			X		Exposure to Gases and Fumes			X						
Talking			X		Exposure to Unpleasant Odors			X						
Hearing				X	Exposure to Bodily Fluids			X						
Repetitive Motion			X		Exposure to Dampness			X						
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area			X						
Visual Acuity/Near			X		Mechanical Hazards			X						
Visual Acuity/Far			X		Physical Danger			X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.