Job Title: Town of Stafford Fire Marshal  
Salary 70,928.64 per Union Contract  
35 hours per week

**General Statement of Duties:** A position responsible for the inspection of buildings in the Town for the purpose of eliminating fire hazards and code violations, conducting cause and origin investigations, as well as performing administrative work associated with this activity.

**Supervision Received:** Receives general direction from the First Selectman.

**Supervision Exercised:** None. Essential Job Functions: Assists in planning and development of policy recommendations to meet fire protection and fire safety objectives of the Town. Inspects buildings and facilities to assure conformance of building structures with fire code; Assists in investigating all fires, to determine cause, origin and circumstances; prepares necessary reports to provide to the State Fire Marshal, within the designated timeframe; responds to complaints regarding fire code violations and fire hazards. Issues permits and enforces regulations as provided by state, local and federal regulations, codes or ordinances. Participates in meetings seminars and training sessions. Maintains effective records in accordance with the Town's records retention program and applicable laws.

**Other Job Functions:** Issues Open Burning Permits. May be called in to work at the Town's Emergency Operation Center (EOC). Performs related work as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color, depth perception, and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee occasionally works near moving mechanical parts. The employee occasionally works in high precarious places and is regularly exposed to cold, hot, wet and/or humid conditions, fumes or airborne particles and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet to moderate.

**MINIMUM QUALIFICATIONS** Knowledge, Skills & Abilities: Requires a working knowledge of community fire protection needs and requirements; working knowledge of Incident Command System (ICS); knowledge of town and state fire and building codes and laws; knowledge of fire investigation methods and techniques; knowledge of fire safety and fire prevention and protection practices. Ability to read, interpret and enforce fire codes and regulations; ability to foster relationships and deal effectively with officials, business owners, outside agencies, employees, and the general public; ability to prepare and present fire safety prevention and fire safety education programs; ability to deal with stressful situations involving criminal investigations and public contact. Critical thinking skills with the ability to draw conclusions or approaches to problems to implement solutions; excellent oral and written
communication and presentation skills. Must be computer proficient with the ability to learn software programs specific to the job. License and Certificates: Requires certification and maintenance of a Fire Marshal in accordance with Connecticut Statutes; certification in ICS 100, 200, 300, 700, and 800; a valid driver's license. Experience & Training: Associates Degree, with emphasis on Fire Science or a closely related field, with four (4) years of increasingly responsible experience in fire suppression and/or fire prevention and inspection, or any equivalent combination of education and experience. Required to maintain continuing education required by the State Fire Marshal. This position is subject to a one (1) year probationary period. A Police background check will be required. This job description is not intended to be a complete statement of all duties, functions and responsibilities, which comprise this position.

Please send resume and a completed Town of Stafford application for employment to the attention of Beth DaDalt, Office of the First Selectman, 1 Main Street, Stafford Springs, CT 06076 or email to staffordtownhall@staffordct.org Deadline for applications is Thursday September 10, 2020, at 5:00p.m.

The Town of Stafford is an Equal Opportunity Employer