

**Position Title:** Fire Marshal Assistant/Volunteer Firefighter  
**Department:** Blue Hills Fire Department/Fire Prevention Office  
**Status:** Part Time-30 hours per week - may include evenings, nights and/or weekends  
**Salary/Benefits:** Starting - \$39, 000.00

**BASIC FUNCTION:**

Under the general direction of the Fire Marshal, the Fire Marshal Assistant shall be responsible for fire inspection and prevention activities assigned by the Fire Marshal. Said fire inspection and prevention activities will be conducted in accordance with the provisions of the Connecticut General Statutes (CGS), Chapter 541 and the provisions therein, all local ordinances, and other applicable regulations.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

Shall inspect those occupancies, in conjunction with the Fire Marshal, to determine compliance with the Connecticut Fire Safety Code (CFSC) and Connecticut Fire Prevention Code (CFPC).

Shall abate all fire hazards found during an inspection, in accordance with Section 29-306 of the CGS.

Resolves compliance issues with property owners and managers within the scope of knowledge and authority with the Fire Marshal.

Reviews construction plans with the Fire Marshal 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 in fire prevention, demonstrations, and presentations before community groups, schools, and other organizations, as directed.

Assists in fire investigation activities as directed.

Prepare and maintain reports and documentation of individual activities, as required.

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.

Will have the privilege to volunteer with Blue Hills Fire Department without interfering with FMO daily assignment.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

Must be certified as a Firefighter I by the State of Connecticut Commission on Fire Prevention and Control.

Must be certified as completing Hazardous Materials First Responder Awareness and Operational level training.

Minimum of 3 years in the fire service

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

*Extensive knowledge of:*

- Modern fire prevention principles, procedures, and fire protection equipment.
- Educational methods as they relate to presenting programs of fire and life safety instruction.
- An understanding of the fire service and its role in the community.
- The basic science of fire behavior.

*Working knowledge of:*

- Computers and associated equipment.
- Reading and interpreting construction plans and documents
- Emergency scene safety
- Water supply and hydraulics

*Ability to:*

- Effectively apply fire prevention techniques.
- Ability to perform unsupervised inspection activities as they may pertain to the CFSC.
- Follow verbal and written instructions.
- Communicate effectively, both oral and written abilities.
- Establish and maintain effective working relations with superiors, associates, officials of other agencies, and the general public.

**Desirable Knowledge, Skills, and Abilities:**

- Enrollment in and progressively successful completion of coursework in the National Fire Academy Fire Prevention Technical Curriculum.
- Familiarity with the Town of Bloomfield community.

**SPECIAL REQUIREMENTS:**

- Must possess a valid Connecticut driver's license.
- Must be able to speak, read, and write the English language.
- Must wear the proper uniform as provided while on duty.
- A Q endorsement or CDL license is preferred.

**WORKING CONDITIONS:**

- Work outdoors in a variety of weather conditions, including extreme heat and cold.
- Work at heights greater than ten (10') feet
- Ability to climb ladders and/ or steps to reach objects and areas.
- Ability to function and move about building construction sites.
- Ability to walk over uneven or rocky surfaces.
- Ability to function and walk in and about severely fire-damaged buildings.
- Able to function and operate while wearing structural firefighting gear.
- Able to wear a self-contained breathing apparatus (SCBA) and other respiratory protection.

- Ability to 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 system and reviewing plans and documents.
- Operating a variety of office equipment, such as computers, fax machines, and copiers.

## **SELECTION GUIDELINES**

*May include any or all of the following:*

- Formal written application
- Review of education and experience
- Written and/ or assessment center examination.
- Oral Interview
- Complete background/driver's license verification and check
- Hiring list
- 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 assignment 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.*