

## FIRE MARSHALL

DISTINGUISHING FEATURES OF THE CLASS: The work involves enforcement of the New York State Uniform Building and Fire Protection Code, local municipal building codes, zoning ordinances, and multiple residency law. Although primary responsibility is for the adherence and conformance to fire rules and regulations, routine building inspections may also be performed. Duties are performed under the general direction of the municipal building inspector with leeway allowed for the use of independent judgement in carrying out the details of their work. Supervision may be exercised over the work of clerical assistants. A Fire Marshall does related work as required.

### TYPICAL WORK ACTIVITIES:

- Acts as a liaison between local fire districts and municipal building inspectors;
- Coordinates local fire safety efforts with county fire coordinator;
- Inspects buildings and structures in the process of construction or repair for compliance with fire codes and rules;
- Explains the requirements of the local fire and building codes, zoning ordinance, and other applicable laws to building contractors and general public;
- Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
- Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
- Inspects existing buildings and structures to insure their conformity with safety and fire standards;
- Investigates complaints and assists in prosecuting violations of the fire code and ordinance;
- Maintains records of acts and decisions;
- May issue building permits and furnish the prescribed certificates of occupancy upon application;
- May assist in the preparation of periodic reports of buildings and structures erected or altered, of permits issued, of fees collected, and estimated costs of work covered by such permits, for presentation of the local governing body;
- Attends basic and continuing in-service training courses.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of building and fire protection codes and zoning ordinances; good knowledge of modern practices, materials, and tools used in building construction; good knowledge of New York State Multiple Residence Law; working knowledge of the principles of engineering and architecture; ability to read and interpret plans and specifications; ability to establish and maintain effective working relationships with public officials, building contractors, and the public; ability to be fire yet courteous; thoroughness; good judgement; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: One year of service as a chief, assistant chief, or captain in a paid or volunteer fire department and either:

A.) Graduation from high school or possession of a high school equivalency diploma and one year of experience in an occupation such as assessor, fire inspector, appraiser, real estate broker, developer, property manager, or building trades;

OR

B.) Two years of experience as required in (A) above.

*SPECIAL REQUIREMENT*: Successful completion of Basic Code Enforcement Training after appointment required by Section 434 of Title 19 NYCRR.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/28/90