

**Fire Marshal/Emergency Management Director**  
**Full-time**  
**Town of Plainfield**

The Town of Plainfield is seeking to hire a full-time Fire Marshal/Emergency Management Director.

Go to <http://www.plainfieldct.org> for an employment application and more information. Please submit application to Finance Director, Town of Plainfield, 8 Community Avenue, Plainfield, CT 06374 or email [kvachon@plainfieldct.org](mailto:kvachon@plainfieldct.org) no later than February 25, 2021. The Town of Plainfield is an Equal Opportunity Employer.

**TOWN OF PLAINFIELD**  
**FIRE MARSHAL**  
**EMERGENCY MANAGEMENT DIRECTOR**

**GENERAL DESCRIPTION**

Plan and organize comprehensive fire inspections, investigations and prevention programs in accordance with State Statutes. The emergency management director coordinates planning and organization for the use of public and private resources to develop and maintain capabilities for dealing with emergency and disaster situations.

**ESSENTIAL FUNCTIONS**

The fire marshal is required to annually inspect all buildings and facilities of public service and occupancies regulated by the Connecticut State Fire Safety Code.

Shall inspect all non-owner occupied duplex apartments and multi-family units with 3 apartments or more for safety requirements.

Shall investigate the cause, origin and circumstance of all fires within their jurisdiction, and shall within ten days report the same to the State Fire Marshal.

Administer the Underground Storage Tank Ordinance. Inspect the installation and removal of all UST's in town. Inspect and enforce regulations concerning storage, use and transportation of liquefied petroleum gas and liquefied natural gas.

Coordinator for the E 9-1-1 telephone system for the town. This includes assigning house numbers to all buildings and subdivisions, either new or existing. It also includes troubleshooting emergency dispatching address errors.

Issue burn permits and permits for the use, transportation and storage of explosives. Provide safety tips and give advice to the general public.

The emergency management director's functions include attack preparedness responsibilities, community shelter plan and to achieve preparedness for both peacetime and wartime emergencies, this includes planning, coordination of plan, recruiting and training volunteers for tasks not performed by town departments, and assisting police, fire and other departments with radiological defense, and training needs.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of fire investigation, knowledge of fire safety, fire prevention and fire codes.

Ability to act as a liaison between the town and other local, regional, State and Federal agencies concerning emergency planning, incident response and other aspects of Homeland Security issues affecting Plainfield.

Ability to prepare and administer annual budget.

### **REQUIRED PHYSICAL EFFORT**

The employee is occasionally required to climb stairs to various levels, lift and/or move up to 40 pounds; and operate a motor vehicle.

When working outside, the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow or airborne particles.

### **REQUIRED QUALIFICATIONS**

Experience in fire investigation, knowledge of fire safety, fire prevention and local and state fire codes.

Required to be certified by the State Fire Marshal

Required to maintain ninety (90) hours of continuing education over a three-year period.

Must have a valid CT Driver's License.

**\*\*\*\* This job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. \*\*\*\***