

Cromwell Fire District

OFFICE OF THE FIRE MARSHAL

Harold Holmes
Fire Marshal
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September 6, 2023

The Cromwell Fire District is seeking applicants for a part-time employment opportunity in the Cromwell Fire Marshal's office as a Fire Inspector. This position is offered on a part-time basis of 7-14 hours per week. Please see the attached job description and employment application form.

Harold Holmes
Fire Marshal
Cromwell Fire District

1 West Street, Cromwell, CT 06416

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CROMWELL FIRE DISTRICT

JOB POSTING FIRE INSPECTOR

Location: One West Street, Cromwell, CT 06416
Hours: Part-time 7- 14 hours per week
Compensation \$25.00 hour
Closing Date 9/22/2023

GENERAL DESCRIPTION: Works under the general supervision of the Fire Marshal and the Deputy Fire Marshal exercising considerable judgement in the applying pertinent Fire Codes. Incumbent performs inspections and investigations assuring compliance with the Connecticut Fire Safety Code, the Connecticut Fire Prevention Code and referenced standards, and performs duties as Fire Inspector as prescribed by Connecticut General Statutes 29-297, 29-298 and all references as described with Chapter 541

ESSENTIAL DUTIES:

- Conducts inspections of buildings, construction and/or alteration of facilities for compliance with the CT Fire Safety Code, CT Fire Prevention Code, CT General Statutes, Town Ordinances, and other referenced codes and standards and prepare necessary reports.
- Performs fire investigations to determine the origin and cause.
- Reviews plans and specifications of proposed building projects to assure compliance with appropriate state and local fire safety codes.
- Perform investigations of hazardous material spills in conjunction with the CT Department of Energy & Environmental Protection
- Carry out programs of public fire education to schools, organizations, and the public.
- Performs other related duties as required.
- Attends mandatory training and stays up to date on current codes and standards.
- Confers with and provides code consultation to property owners, developers, contractors, and the public.
- Required to be on call within 30 minutes some weekends on a rotating basis compensated at 200 dollars a weekend plus hourly wage if called out.

OTHER DUTIES:

- Performs other duties as required/needed.

MINIMUM QUALIFICATIONS:

- Graduation from high school or certification of having passed the General Educational Development (GED) certification examination plus one (1) year of experience in fire code compliance plan review and inspection of buildings.
- Certified State of Ct Fire Marshal certification class.

- Certification in FEMA's Emergency Management Institute's (EMI) IS100, IS200, IS700, and IS800
- Incumbents in this class will be required to complete ninety (90) hours of job-related continuing education every three (3) years in accordance with Section 29-298(a) of the Connecticut General Statutes
- Incumbents in this class are required to possess and retain a Motor Vehicle Operator's license.
- Incumbents in this class shall possess and retain Emergency Medical Technician certification.
- Incumbents in this class must be available after hours, weekends and holidays for investigations or Hazmat incidents.
- Public Fire & Life Safety Education Certification is desirable.
- A youth fire setter intervention specialist is desirable.
- IAAI- FIT is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and ability to interpret and apply building construction standards, fire and life safety codes, adopted referenced national standards, standard tests for construction materials and fire rating and applicable state and federal statutes.
- Knowledge of and ability to review complex architectural and engineering plans and specifications for building projects including engineered fire and life safety protection systems and concepts.
- Considerable knowledge of inspection practices, modern fire investigatory practices, modern fire prevention and fire safety methods and techniques
- Considerable knowledge of statutes, laws, codes, ordinances, and department regulations pertaining to fire prevention and fire safety and emergency management
- Considerable oral and written communication skills, and interpersonal skills
- Ability to recognize existing and potential fire and casualty hazards in a wide variety of structures and installations.
- Ability to establish and maintain effective working relationships with other District employees, town employees, business owners, contractors and local State and Federal agencies and the public.
- Ability to enforce rules and regulations firmly, tactfully, and impartially.
- Ability to use computer software for word processing, spread sheets and databases as well as specialized fire reporting and inspection software.
- Critical thinking, decision making and leadership skills.
- Ability to set priorities, develop, and execute plans and programs.
- Perform related duties as required.
- Ability to read and write accurate, clear, concise, and comprehensive reports, maintain records and to accumulate statistical data.

PHYSICAL/MENTAL REQUIREMENTS:

- Physical exertion such as walking over rough, difficult terrain.
- Standing for long periods bending, stooping, crawling.
- Ability to climb ladders.

- Ability to wear personnel protective equipment including SCBA & respirators.
- Lifting of weight up to 50 pounds
- Mobility and dexterity to handle proper equipment during inspections and investigations, and to deliver appropriate measures to prevent further loss of property and life during incidents of fire.
- Ability to work in adverse weather conditions and potentially hazardous environments such as fire scenes.

CONDUCT:

- Observes safe work practices.
- Observes state traffic laws.
- Always represents the district in a professional and courteous manner.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

DEPENDABILITY:

- Regularly attend and is punctual for work.

NOTE:

- The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.

Application Procedure

- Applications may be emailed to hholmes@cromwellfd.com (Reference "Part Time Fire Inspector" in the subject line and submit attachments in Word or PDF format. Please submit the following documents:
 1. Cover Letter
 2. Resume
 3. Fire District Employment application.
 4. All pertinent certifications EMT, ICS, Fire Marshal, any others that may apply.
 5. A copy of a valid CT Driver's license.

CROMWELL FIRE DISTRICT

1 West Street, Cromwell, CT 06416 860-635-4420 Office 860-632-0413 Fax

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Cromwell Fire District

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PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I authorize the Cromwell Fire District to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in conjunction with my application

If this application leads to employment, I understand that false or misleading information in my application or interview(s) may result in my discharge.

Signature

Date