



HUMAN RESOURCES/CIVIL SERVICE
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

(203) 797-4598
FAX (203) 796-1611

**CITY OF DANBURY ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF
FIRE MARSHAL**

SALARY: \$91,342/ANNUALLY

LAST DATE FOR FILING APPLICATIONS

Applications must be on file at the Human Resources/Civil Service Office, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810:

**WEDNESDAY, OCTOBER 9, 2013, NO EARLIER THAN 7:30 a.m., through
WEDNESDAY, OCTOBER 30, 2013- NO LATER THAN 6:00 p.m.**

RATING PROCEDURES:

Applicants who meet the minimum requirements and other criteria established by the Civil Service Commission will be rated according to their merit and relative fitness to perform the duties of the position.

EXAMINATION PROCESS:

The Civil Service Commission will review all applications received. At the discretion of the Civil Service Commission, the number of applicants admitted to the examination process may be limited to those applicants whose background and experience as stated on the application would indicate skills and qualifications of most immediate benefit to the department and the City of Danbury. The examination for this position will consist of the following parts:

<u>PARTS</u>	<u>WEIGHT</u>
ORAL EXAM	100%

Passing scores for each phase is 70%. A candidate who is denied entrance to an examination, or who is notified of a failing grade on any portion of an examination, has the right to a review and/or appeal of that portion of the examination process. All appeals must be made in writing to the Civil Service Commission office within 10 days of the mailing of the notice of results of the examination. Employees applying for a promotion position are not required to undergo a physical exam.

EXAMINATION DATES ARE AS FOLLOWS:

ORAL EXAM: December 10, 2013
Human Resources/Civil Service Department 155 Deer hill Avenue Danbury CT, 06810
Times to be scheduled

NOTE: AS PER CIVIL SERVICE RULES AND REGULATIONS, IN ORDER TO QUALIFY FOR A PROMOTIONAL EXAM, CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD IN THEIR CLASS.

NOTE: In lieu of audio recording, all oral examinations will be videotaped.

APPLICATIONS: Applications may be obtained from the Human Resources-Civil Service Department, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810. EEO/M-F

FIRE MARSHAL
CITY OF DANBURY

GENERAL STATEMENT OF DUTIES:

The Fire Marshal is responsible for the enforcement of the sections found in Chapter 541 of the CT General Statutes, as well as the Connecticut Fire Safety code.

DUTIES AND RESPONSIBILITIES:

- Investigates the cause, origin and circumstance of all fires within his jurisdiction.
- Issues permits for the use, transportation and storage of explosives in compliance with the Code.
- Investigates complaints concerning explosives.
- Inspect magazines.
- Spot checks all jobs where explosives are being used.
- Notifies the Labor Commissioner of hazards found in manufacturing establishments.
- Enforces space heater statute.
- Inspects all flammable liquid installations for compliance with the Code.
- Inspects all gasoline service stations.
- Inspects at least twice each year all dry cleaning and dry dyeing establishments for compliance with the appropriate Code.
- Reviews plans and specifications for various occupancies being proposed within the City.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge/Skills/Abilities:

Considerable knowledge of Chapter 541 of the CT General Statutes and the various fire codes; ability to conduct thorough and complete investigations of all occupancies covered by the codes, and of all occurrences of fire within the jurisdiction; ability to read plans and specifications; ability to compile information and to write clear, concise reports; knowledge of fire prevention's plans and fire fighting techniques; ability to recognize violations of various codes.

Experience and Training:

Minimum of ten (10) years service in the career Fire Department before being appointed to the position of Fire Marshal; must have successfully completed a course of training with the State Fire Marshal's office and be certified by that office. Copies of such certification must be filed with the Civil Service Commission; required to attend training schools to further knowledge; required to be certified by the State Fire Marshal.

Supervision Received:

As provided in Sec. 6-10 of the City Ordinance: "Among the officers of the fire department there shall be a fire marshal, who shall be answerable to the fire chief, but whose office shall be a separate one, and who shall be appointed and removed in accordance with, and shall have the duties imposed by, the General Statutes, as amended."

Supervision Exercised:

FIRE MARSHAL
CITY OF DANBURY

As provided in Sec. 8-15 (c) of the Code of Ordinances: "Fire Inspector shall conduct such inspection and investigations as the Fire Marshal assigns." May supervise other personnel as assigned by the Chief.

(Revised October 2013)

Fire Marshal Examination

Reading List

1. **Fire and Emergency Services Company Officer**, 4th edition, IFSTA
2. **From Buddy to Boss: Effective Fire Service Leadership**, 1st edition, PennWell Fire Publishing, 2006
3. **Essentials of Customer Service**, Alan Brunacini, 1st edition, IFSTA, 1996

PUBLISHER PHONE NUMBER & WEBSITE

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|------------------------|----------------|------------------------------------------------------------------|
| 1. IFSTA | (800) 654-4055 | www.ifsta.org |
| 2. PennWell Publishing | (800) 752-9764 | www.pennwellbooks.com |

CITY OF DANBURY
CIVIL SERVICE COMMISSION

APPLICATION FOR PROMOTIONAL EXAMINATION

Position applying for: _____

Social Security No.: _____

Name (Please Print): _____
Last First Middle Initial

Address: _____
Street City State Zip

Telephone No.: () _____

Phone # where you can be reached between 9:00am & 4:30pm: _____

Present Position Title: _____ Department: _____

Your official Date of Hire: _____

Duties of present position: _____

Describe any previous experience you believe is directly related to the promotional position you seek: _____

Describe any previous education and/or training you believe is directly related to the promotional position you seek: _____

Signature

Date