

Town of Franklin, Connecticut – Job Posting

Position: Local Fire Marshal

Reports to: First Selectman

Appointment: By Board of Selectmen for a term determined by the Board

Status: Part-Time

Position Summary

The Local Fire Marshal serves as the statutory authority for fire prevention, inspection, and enforcement within the Town of Franklin, as mandated by Connecticut General Statutes Chapter 541. This position ensures compliance with the Connecticut Fire Safety Code, Fire Prevention Code, and all applicable state and local regulations to protect life and property from fire hazards.

Essential Duties and Responsibilities

- Enforce all provisions of CGS §§29-297 through 29-315 and related regulations.
- Conduct annual inspections of all occupancies regulated by the Fire Safety Code (excluding one- and two-family dwellings).
- Review construction plans for compliance with fire codes; issue permits for regulated activities (e.g., tents, flammable liquid storage).
- Issue notices of violation and abatement orders; follow statutory due process for enforcement actions.
- Investigate fires to determine origin and cause; prepare reports and testify in court as required.
- Maintain accurate records of inspections, permits, investigations, and enforcement actions.
- Issue public safety notices and conduct fire prevention education programs.
- Appoint and supervise a Deputy Fire Marshal as needed.
- May assist at fire scenes in a support capacity (not a statutory requirement).

Minimum Qualifications

- Must hold a valid Connecticut Fire Marshal Certification issued by the Office of State Fire Marshal.
- Completion of approximately 350 hours of initial training as required by the Office of Education and Data Management (OEDM).
- Maintain certification through 90 hours of approved continuing education every three years
- Preferred: Certification as a Fire Investigator and Fire Code Inspector.
- Prior experience in fire prevention, inspection, and code enforcement preferred.

Knowledge, Skills, and Abilities

- Extensive knowledge of Connecticut Fire Safety and Prevention Codes.
- Ability to interpret building plans and specifications.
- Strong communication and record-keeping skills.
- Ability to enforce laws with fairness and professionalism.

Hours & Availability

Part-time position; flexible schedule to accommodate inspections and investigations. Must be readily available by telephone and able to respond to urgent matters.

Compensation

Bi-Weekly Salary: \$307.69 (equivalent to \$8,000 annually). Salary determined during the annual budget process.

Benefits: None associated with this position.

equipment (tablet) will be provided by the Town.

Additional Information

No statutory requirement to respond to volunteer fire department calls; participation is voluntary and subject to liability considerations. Position subject to background check and compliance with all applicable state regulations.

To Apply: Submit a resume and cover letter to firstselectman@franklinct.gov

Applications close on Dec 31, 2025 – Position to start immediately