

Cromwell Fire Department

Michael R. Terenzio, Chief
Office: 860-635-6155
Cell: 860-471-1450
mterenzio@cromwellfd.com

Chief's Office



Jason Brade, Asst. Fire Chief
Office: 860-635-6155
Cell: 860-876-6029
jbrade@cromwellfd.com

Robert McIntyre, Asst. EMS Chief
Office: 860-635-6155
Cell: 860-716-0734
rmcintyre@cromwellfd.com

Position Title: Administrative Assistant (part time)

Direct Supervisor: Fire Marshal

Location: Fire Marshal's Office, 1 West St.

Salary: \$22 per hour / 20 hours per week

Please see attached job description for detailed duties and responsibilities for this position.

To Apply, please submit a resume, a list of 3 references and a letter of interest to the Office of the Fire Chief, Cromwell Fire Department, 82 Court St., Cromwell CT 06416.

The selection process will consist of a resume review, an interview, and completion of an application process.

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JOB DESCRIPTION ADMINISTRATIVE ASSISTANT Office of the Fire Marshal

Definition: This is an administrative and clerical position. Primary responsibilities include providing administrative support to ensure efficient operation of the Office of the Fire Marshal. This position supports the Fire Marshal, Deputy Fire Marshal, and inspection staff through a variety of tasks related to organization and communication and responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. *This position reports to the Fire Marshal as supervisor and the Fire Chief as manager of the fire department.*

Essential Job Functions:

- Maintains proficiency in a Microsoft Professional software environment or current office software including Fire Department related data base for plan review reports, statistical reports, tables, charts, inspection reports and re-inspection reports while using knowledge of Connecticut State codes and their references.
- Possess the ability to learn new software and its application as it develops, i.e. Geographical Information Software, Code Inspection and Investigation software.
- Maintains records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.
- Gathering of and maintaining all information concerning buildings and facilities of public service and occupancies regulated by the Connecticut State Fire Safety Code in the Town of Cromwell.
- Keeps an open line of communication with Cromwell town hall, the building department staff and the Connecticut Department of Public Safety, and other fire department divisions related to the Fire Marshal Office operation.
- Issuance of blasting permits. .
- Maintains NFPA standards and their updates.
- Maintains office inventory.

- Maintains inventory of fire prevention materials.
- Maintains calendar, schedules meeting or appointments.
- Maintains work schedules of Fire Marshal's staff and record daily times.
- Enters and files National Incident Reports with the State of Connecticut.
Maintains and balances petty cash fund.
- Types routine correspondence and reports from dictation or handwritten copy using computer.
- Picks up and delivers materials as required.
- Answers telephone, screens callers, relays messages and greets visitors. Opens sorts and screens mail.
- Operate office equipment such as photocopier, fax machine and calculator; coordinates the servicing of equipment.
- Operates computer to access E-Mail, electronic calendars, data entry and other basic office support software.
- Mailings & mail distribution
- Fire prevention coordination
- School interactions for upcoming events, flyers, etc.
- Public Relations

Scope of Responsibility

Knowledge of the informal policies, procedures and practices necessary to conduct the normal function of a public safety orientated work environment. Maintaining awareness of the role of the position and its potential impact on the working unit.

Decision Making

Carries out duties and responsibilities with limited supervision. Makes decisions and establishes work priorities on essentially procedure-oriented operations.

Communication

Exchanges routine information in an appropriate manner.
Answers telephone calls into the Fire Marshal's Office and disseminates requested information.

Education

Required: High School Diploma or GED; two-year degree preferred.

Certification

Required: No Requirements.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.