

**Town of Queensbury**  
**Position Opening: FIRE MARSHAL**

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**FIRE MARSHAL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is inspection work involving responsibility for determining compliance with the Town Fire Prevention Code and related laws in assessing potential hazards. The work is performed under the general direction of the Town Board and Town Supervisor with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over Deputy Fire Marshalls aiding in fire prevention. Works with current technology. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Inspects industrial and commercial buildings and places of public assembly for fire and safety hazards, efficiency of fire protection equipment, adequacy of exits, and general compliance with the Town Fire Prevention Code;
- Inspects the installation and maintenance of sprinkler and fire alarm systems;
- Responds to all commercial and public assembly structure and solid fuel heating device fires (wood, coal, etc.) in the town;
- Responds, at the request of the Fire Chief of any fire department, to any fire or emergency;
- Inspect vacant buildings for fire and safety hazards and recommends securing or demolishing them where necessary;
- May inspect private residences for fire hazards at the requests of owners; Takes photographs of fire hazards and fire scenes;
- Investigates complaints of outdoor burning hazards;
- Testifies in court regarding violations of the Town Fire Prevention Code and related applicable laws; Investigates complaints of fire hazards and endeavors to correct irregularities;
- Instructs school children in fire and safety practices;
- Keeps records and prepares reports of activities.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

- Good knowledge of local fire prevention laws and ordinances; Good knowledge of the geography of the town;
- Working knowledge of State and local building codes;
- Working knowledge of modern methods of fire prevention and firefighting;
- Ability to recognize fire hazards;
- Working knowledge of current technology; Good powers of observation;
- Physical condition commensurate with demands of the position.

**PREFERRED KNOWLEDGE:**

- Familiarity with “Municipity” software
- Familiarity with performing Fire Marshal’s tasks

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma; and

- A) Eight (8) years of experience as a paid firefighter; or
- B) Ten (10) years of experience as a volunteer firefighter; or
- C) An equivalent combination of experience and training as outlined by the limits of (A) and (B) above.

**SALARY:** \$75,000-\$80,000 contingent on expertise and experience

**RESIDENCY:** Residence in Warren, Saratoga, Washington, Hamilton or Essex County

**CIVIL SERVICE STATUS:** This is a civil service provisional position with completion of civil service exam.

**INTERESTED APPLICANTS:** Read the detailed job description on the town's website:

[www.queensburyny.gov](http://www.queensburyny.gov)

- Download and complete TOQ application
- Send application, cover letter and resume to: John O'Brien, Director of Building & Codes at [johnno@queensburyny.gov](mailto:johnno@queensburyny.gov)

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