

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

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### **DEPUTY FIRE MARSHAL**

**DISTINGUISHING FEATURES OF THE CLASS:** The Deputy Fire Marshall inspects residential, commercial and/or industrial Town properties for compliance with the NYS Fire Code and other related local laws. Duties include public relations and education outreach such as fire prevention education/training for students (K-12) and local business owners/employees. The work is performed under the general direction of the Town Fire Marshall with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. 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 NYS Fire Code;
- Inspects the installation and maintenance of sprinkler and fire alarm systems;
- Inspects vacant buildings for fire and safety hazards and recommends securing or demolishing them where necessary; Issues and inspects open burning permits;
- Investigates complaints of outdoor burning hazards;
- May inspect private residences for fire hazards at the request of owners; Takes photographs of fire hazards and fire scenes;
- Investigates complaints of fire hazards and endeavors to correct irregularities;
- Testifies in court regarding violations of the NYS Fire Prevention Code and related applicable laws; Instructs school children on fire and safety practices;
- Maintains records and prepares reports of investigations, violations and other activities; Prepares public service announcements and advertising related to fire/life safety; Works closely with the news media;
- Keeps informed of the latest fire prevention methods and regulations and makes information available to interested individuals and groups;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

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

- Good knowledge of state and 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;
- Ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Ability to prepare reports and speeches in accordance with acceptable standards of English composition; Good powers of observation; physical condition commensurate with demands of the position.

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

- A) Associate's degree and four (4) years of experience as paid firefighter; or
- B) Seven (7) years of experience as a paid firefighter; or
- C) Eight (8) years of experience as a volunteer firefighter.

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**HOURLY RATE:** \$28.12 at 40 hours per week

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

**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 [johno@queensburyny.gov](mailto:johno@queensburyny.gov)

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