



*a town for a lifetime*  
**IRONDEQUOIT** *New York*

**JOB ANNOUNCEMENT**

**RELEASED: March 13, 2024**

**TITLE: Fire Marshal**

**HIRE RATE: \$53,988 – \$60,765 (dependent upon experience)**

**LOCATION: Town of Irondequoit, 1280 Titus Avenue, Rochester, NY 14617**

**JOB SUMMARY:**

This position is responsible for inspection and enforcement activities involving fire protection and prevention. Duties involve inspecting public and semi-public buildings to determine the presence of fire hazards and enforce local and State laws and ordinances pertaining to fire prevention and life safety. Duties also involve acting as liaison with local fire districts to furnish and receive information regarding fires, fire hazards and code violations. The Fire Marshal reports directly to and works under the general supervision of the Town Supervisor or other higher level staff member. General supervision may be exercised over one or more Assistant Fire Marshals.

**TYPICAL WORK ACTIVITIES** (All may not need to be performed, and other related activities may be performed though not listed):

- Inspects public, semi-public and other commercial establishments to ascertain the extent of conformity to the New York State Uniform Fire Prevention and Building Code and other relevant laws and ordinances;
- Orders the removal or correction of fire hazards and fire code violations;
- Informs fire districts of local conditions and of special features involved in buildings or areas located in their districts; and
- Inspects yards and fields for the presence of rubbish and hazardous material;
- Recommends fire detection and suppression measures;
- Establishes and enforces fire lanes;
- Issues permits for combustible material, fire alarms, etc.;
- Prepares reports and maintains records;
- Reviews building plans for code compliance, and participates in approval process for new structures and renovations to existing buildings, subdivisions, road layouts and accessibility;
- Acts as liaison between fire district and government agencies;
- Reviews and maintains level of preparedness for disaster;
- Reviews and approves plans for hydrant locations and size of water mains in new commercial, industrial, and residential areas;
- Answers fire calls at commercial and residential sites aiding police and fire departments, and responds to any calls when requested by police or fire agencies;
- Investigates the cause, origin and circumstances of fires involving injury, loss of life or substantial property damage;
- Speaks to groups, organizations and businesses on fire prevention, fire detention systems, fire protection equipment and evacuation procedures; and
- Prepares materials to be used for Fire Prevention education.

**OUR IDEAL CANDIDATE WILL HAVE:**

- Thorough knowledge of fire hazards, fire prevention measures, and fire protection systems;
- Good knowledge of New York State Uniform Fire Prevention and Building Code;
- Working knowledge of general construction and building principles and materials;
- Ability to recommend changes and/or corrective measures to conform with local and state regulations and to foresee any unusual difficulties in firefighting in an area or structure;
- Ability to interpret plans and specifications;
- Ability to investigate the cause and origin of a fire;



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- Ability to communicate clearly, both verbally and in writing; Strong interpersonal skills that allow the candidate to interact well with property owners, business operators, contractors and public and provide education and clarification as needed; and
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience as a Firefighter, Fire Investigator, Fire Inspector, Fire Education Officer, or closely related field; OR,
- (B) Ten (10) years experience as a Volunteer Firefighter\*\*; OR,
- (C) Graduation from a regionally accredited or New York State Registered college or university with an Associate's degree in Fire Science, Fire Protection Technology, or closely related field; OR,
- (D) Two (2) years paid full-time or its part-time equivalent building inspection, building construction or building and fire code enforcement experience, PLUS one (1) year experience as described in (A) or five (5) years experience as described in (B); OR,
- (E) Graduation from a regionally accredited or New York State Registered college or university with an Associate's degree in Engineering, Construction Technology, Civil Engineering or a closely related field, plus one (1) year experience as described in (A) or five (5) years experience as described in (B); OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

\*\*Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter from the chief/director of the participating district or department stating the title(s) of the positions and months and years of volunteer service.

**SPECIAL REQUIREMENTS:** Completion of the New York State Basic Code Enforcement Training Course at the time of appointment. Must possess a valid NY State driver's license. Physical condition commensurate with the demands of the position.

**COMPENSATION PACKAGE INCLUDES:**

- \$53,988 - \$60,765 annual salary, depending on experience
- Excellent Health Insurance
- Vacation and Sick Leave
- 13 Paid Holidays
- Fitness Center Membership
- Deferred Compensation Plan
- New York State Retirement System

**CIVIL SERVICE CLASSIFICATION:** Competitive, Provisional (\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

**FLSA CLASSIFICATION:** Non-Exempt

**RESIDENCY REQUIREMENT:** Preference may be given to residents of the Town of Irondequoit.

**SEND APPLICATION AND RESUME TO:**

TOWN OF IRONDEQUOIT - HUMAN RESOURCES  
1280 TITUS AVENUE, ROCHESTER, NY 14617  
OR [HR@IRONDEQUOIT.ORG](mailto:HR@IRONDEQUOIT.ORG)

OR APPLY ONLINE AT [www.irondequoit.gov/jobs](http://www.irondequoit.gov/jobs)

**POSTING DATE:** March 13, 2024

**APPLICATION DEADLINE:** March 31, 2024