



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, New York 14526-9798

Employment Announcement

Title: Assistant Fire Marshal

Starting Salary Range: \$29.47 – 34.19 per hour

Status: Part-Time (20 hours per week)

Position Summary:

The Town of Penfield is seeking a detail-oriented professional to fill a part-time Assistant Fire Marshal (AFM) position in the Town's Building Department. This role is an inspection and enforcement position in the field of fire prevention and precaution. The AFM conducts routine inspections of town areas, public and semi-public buildings, single and multiple dwellings for the detection of fire hazards and the enforcement of town ordinances relating to fire prevention.

Purpose:

The purpose of this role is to assist the Town of Penfield in ensuring the safety of all residents by inspecting and enforcing New York State and Town Fire and Building Codes.

Essential Responsibilities Include:

- Inspect churches, schools, multiple dwellings and other public buildings to determine the presence of fire hazards and fire prevention features;
- Investigate complaints received for presence of fire hazards;
- Issue violation notices for non-compliant issues found during fire safety inspections;
- Respond to fire calls during and outside of normal work hours to aid police and fire departments;
- Assist with plan reviews and issuing permits for residential and commercial properties.

Required Civil Service Education and Experience: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- One (1) year of paid full-time or its part-time equivalent responsible experience as a Firefighter, Fire Investigator, Fire Inspector or Fire Education Officer or closely related field; OR
- Five (5) years as Volunteer Fireman; OR

- Graduation from a regionally accredited or New York State registered college or university with an Associate degree in Fire Science, Fire Protection Technology, or closely related field; OR
- One (1) year of experience in building inspection or building construction, plus two (2) years of experience as a Volunteer Fireman; OR
- An Associate degree in Engineering Construction Technology, Civil Engineering or closely related field, plus two (2) years as a Volunteer Fireman

Special Requirement:

- Candidates are required to have a clean, valid driver's license
- Once hired, candidate must successfully complete New York State Basic Code Enforcement Training

Skills and Abilities:

- Good knowledge of fire prevention measures, fire hazards and fire detection
- Good knowledge of the geography of the Town of Penfield
- Working knowledge of local fire ordinances
- Working knowledge of New York State building codes
- Ability to recommend changes and corrective measures
- Proactive, reliable, responsible and accurate with an attention to detail
- Cooperative professional that establishes and maintains positive relationships

Benefits:

- Time Off: Vacation, Sick, Parental Leave, Holidays, Cancer Screening, Jury Duty, and Bereavement
- Financial: New York State and Local Retirement System and NYS Deferred Compensation Plan

Qualified candidates may apply with resume and cover letter to:

Town of Penfield
Attn: Tracey A. Easterly, Director of Human Resources
3100 Atlantic Avenue
Penfield, NY 14526

Email: easterly@penfield.org