

VILLAGE OF GREENPORT – NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications or resumes for the position of part-time Fire Marshal, for a maximum of 20 hours per month, up to 5 hours per week, at a wage rate of \$ 25 per hour.

Applications for this position will be accepted until March 9, 2017.

Please refer to the Suffolk County Civil Service web site for an explanation of job specifications for the title of Fire Marshal II.

Printed specifications can also be obtained from the Office of Village Clerk Sylvia Pirillo, at: 236 Third Street, Greenport, NY, 11944. Please phone: 631.477.0248 to obtain a copy, or visit our web site: [www.villageofgreenport.org](http://www.villageofgreenport.org), under "Employment Opportunities".

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the Contract noticed herein.

Dated: February 14, 2017

Sylvia Lazzari Pirillo, RMC  
Village Clerk  
Village of Greenport

FIRE MARSHAL II5126DISTINGUISHING FEATURES OF THE CLASS

An employee in this class supervises Fire Marshals I and participates in the inspection of all types of buildings to insure compliance with established fire safety standards. Assignments may include fire safety programs, fire prevention inspection of municipally owned or leased and/or public and private buildings, recommendations for building evacuation procedures, and acting in an advisory capacity when needed for municipal departments and/or public and private organizations, and responding to hazardous material incidents. Assignments are received from an administrative superior and may include the more difficult assignments. Work is performed under general supervision and is reviewed in progress and upon completion by means of observation, conferences and written reports. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Assigns work to and supervises subordinate Fire Marshals I and clerical personnel;
- Supervises and participates in the inspection of buildings and structures and notes their condition and safety for continued use;
- Supervises and participates in inspection of buildings to determine where fire hazards exist and makes recommendations for corrections of unsafe conditions;
- Inspects fire extinguishing and fire prevention equipment in business establishments;
- Supervises and participates in investigations of complaints; reports violations; follows up cases and reinspects premises to insure correction of violations;
- Supervises and participates in the inspection of sites after fires to determine cause;
- Consolidates reports of investigative activities and prepares periodic reports on the status of the program;
- Develops and directs fire safety and fire protection programs for presentation to various groups;
- Assists in maintaining the operational readiness of the County emergency operations center and in developing procedures for fire detection and evacuation and natural and technical disaster preparation, mitigation, and response;
- May interpret fire and multiple residence codes to contractors, architects, and the public either by telephone or in person;
- May respond to hazardous material incidents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of modern fire fighting and fire prevention techniques and of typical sources of fire hazards in buildings and equipment; thorough knowledge of applicable fire safety laws, ordinances, rules and regulations; good knowledge of modern developments, current literature and other sources of information pertaining to fire safety and detection, fire education, and fire protection; good knowledge of the methods and techniques involved in planning and presenting programs on fire education and safety; ability to explain pertinent provisions of laws and regulations to property owners, municipal officials and the public and to enforce fire safety laws with firmness, tact and impartiality; ability to maintain records and prepare reports; ability to express oneself clearly and concisely both orally and in writing; ability to plan, assign and supervise the work of subordinates in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONSOPEN COMPETITIVE

Either:

(A) Graduation from a college with federally-authorized accreditation or registration by New York State with an Associate's Degree in Fire Science, and two (2) years of experience as either a paid or volunteer member of a fire department actively involved in firefighting, fire prevention and fire safety; or,