

## JOB POSTING

JULY 8, 2026

The Town of Clifton Park has an Opening for the position of Fire/Code Enforcement Officer. The position is a full-time, Union position, which will be offered at a Grade 7, Step 1, starting salary of \$73,244. The Job description and minimum qualifications for the position is detailed below. This position is a competitive position within the NYS Civil Service and will be filled provisionally, pending satisfactory result of the required Civil Service exam to be scheduled at a later date.

### FIRE/CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position work involves responsibility for the enforcement of Town or Village zoning laws and ordinances, fire prevention codes through the review of new building plans for fire safety compliance and the coordination of fire prevention activities with local agencies, and their pertinent laws. Duties are performed under the general direction of the Town Supervisor or the Town or Village Board with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Reviews and approves all plans and specifications submitted with permit applications for compliance to building, zoning codes, and fire prevention codes;  
Issues building permits and certificates of occupancy when meeting all necessary requirements;  
Explains the requirements of the State building code, the local building code, fire prevention codes and the local zoning ordinances;  
Oversees the correction of unsafe conditions and insures that necessary safeguards are taken during construction;  
Investigates complaints and assists in the prosecution of violators of codes and ordinances;  
Testifies in court as a representative of the town in cases involving code or ordinance violations;  
Inspects commercial and industrial buildings and places of public assembly for compliance with applicable fire safety codes;  
Reviews new building plans for compliance with fire safety requirements;  
Prepares and submits to appropriate authority reports of violations of fire prevention laws and ordinances;  
Instructs property owners on the removal of fire hazards;  
Recommends appropriate action to secure or demolish abandoned buildings;  
Gathers data for and maintains a variety of related records and prepares required reports;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ACTIVITIES AND PERSONAL CHARACTERISTICS: thorough knowledge of modern building techniques, materials and tools; thorough knowledge of local fire prevention laws and ordinances; thorough knowledge of state and local building codes and zoning ordinances; ability to maintain harmonious relations with elected officials and the general public; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a G.E.D. and either:

- A. One year of experience as a paid firefighter; OR
- B. Two years of experience as a volunteer firefighter; OR
- C. Two years of experience in building construction work; OR
- D. An equivalent combination of training and experience as indicated by the limits of (a), (b), and (c).

**Individuals Interested in the position should send resume and Town of Clifton Park Employment Application to Supervisor Phil Barrett through Jean Spiegel at [Jspiegel@cliftonpark.org](mailto:Jspiegel@cliftonpark.org), or contact Ms. Spiegel at (518) 371-6651 ext. 240  
Town applications can be found on the Town's website at [cliftonparkny.gov](http://cliftonparkny.gov) in the document center.**