Job Posting for Director of Town Services of the Town of North Greenbush

The Town of North Greenbush is accepting letters of interest and resumes for the position of Director of Town Services. The salary is established by the Town Board and based on qualifications and experience.

DESCRIPTION OF DUTIES

Administration:

1. Authority having jurisdiction
2. Policy determination
3. Agency liaison
4. Secretarial & Clerical
5. Town Board Committees

Inspection & Code Enforcement:

1. Inspections of commercial building and multifamily that are 3 units or more for fire safety & property code violations
2. Violation notices
3. Investigate complaints
4. Summons
5. Court cases
6. Hazardous materials
7. Construction site safety inspections
8. Fireworks inspections

Plans & Specifications:

1. Construction plans review
2. Fire protection plans review
3. Consultations
4. On-site inspections
5. System testing
6. Condemnations
7. Use permits
8. Liaison for outside inspections

Public Fire Education:

1. Fire prevention behavior education
2. Fire safety
3. Juvenile fire safety referrals

Fire Investigations:

1. Assist in fire cause and determination
2. New product evaluation
3. New methods, approaches and alternatives
4. Liaison to county fire investigation, State & Federal agencies
5. Insurance company liaison

Research, Statistics and Evaluation

1. Monitor property files
2. Violation status
3. Prepare complex written reports

Extra Duties Required:

1. Summer camp staff training and provided paramedic certifications
2. Opening and closing of the town beach
3. Lifeguard training
4. If necessary, fills in as medical person for camp
5. Assist the Utilities Department as necessary
6. Assist both Fire Departments on a daily basis as needed
7. Assist on ambulance calls as needed
8. Assist the Police Department as needed

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Requires knowledge and experience of the NYS Building Code, Sanitary Codes, Water Codes and North Greenbush Town Code. Related experience to manage an overall staff of 80-90 personnel including seasonal employees.

PREFERRED EDUCATION, TRAINING AND EXPERIENCE: High School graduate with 8-10 years' experience specializing in Fire Fighter Operations, management of municipal Water & Sewer Departments, Building Department, Youth Services including the planning and conducting activities. Possession of two or more of the following: Basic Firefighter, NYS Code Enforcement Officer, Hazardous Materials Technician and Arson Investigator.

Interested applicants should send a resume and/or letter of interest outlining background and qualifications with references as soon as possible to: Joe Bott, Town of North Greenbush, 2 Douglas Street, Wynantskill, NY 12198 or via email at: JBott@northgreenbush.gov or Townattorney@northgreenbush.gov