



Troy Fire Protection District

700 Cottage St.
Shorewood, IL 60404



**Check Your Smoke
and CO Detector
Batteries**

**Office 815-725-2149
Fax 815-725-0772**

April 2025

Fire Marshal / Troy Fire District

Part One – Nature and Scope

The Fire Marshal performs technical as well as supervisory work in the District's Fire Prevention Bureau. The Fire Marshal is responsible for supervising and participating in the actual field enforcement of all State and local laws and ordinances as they relate to fire prevention. Considerable effort is expected in correcting fire hazards and special emphasis is placed upon public assembly area inspections as well as in those areas where special hazards exist. The Fire Marshal is granted considerable latitude for independent judgment and is reviewed based on the results he or she obtains. The Fire Marshal shall be required to attend various community organization meetings in which the District is involved and shall also be the District representative to the municipal agencies assigned by the Fire Chief. The Fire Marshal shall review all new building plans to assure compliance with the most recent fire codes, laws, and ordinances. The Fire Marshal shall issue a letter of approval or denial to the architect, builders, and applicable municipality after his or her review of the building plans, or after a third -party review.

Part Two – Qualifications

The following knowledge, skills, and abilities must be possessed by an employee if he or she is to be considered for this position:

1. Knowledge of fire hazards, fire safety laws, and modern methods and techniques of fire prevention.
2. Knowledge of Fire Alarms and Building Sprinkler systems.
3. Knowledge of the principles and practices of building construction and maintenance.
4. Ability to recognize existing or potential fire and casualty hazards in a wide variety of structures and installations.
5. Ability to establish and maintain working relationships with property owners, the public, and other co-workers.
6. Ability to express information clearly and concisely in either written or oral form.

7. Ability to enforce rules and regulations in a firm, consistent, tactful, and impartial manner.
8. Certified to the OSFM qualifications for this position including Basic Fire Prevention Officer and Fire Inspector I. Other certifications may be interchangeable with experience.
9. Possess a valid Illinois Driver's License with an acceptable driving record.

Part Three – Duties and Responsibilities

The following examples illustrate the general expectations of the Fire Marshal position:

1. Assist the Fire Chief and Deputy Chief in establishing, planning, and implementing the district's fire prevention program.
2. Inspect places of public assembly and industrial establishments for existing or potential fire hazards and order correction of all dangerous conditions.
3. Receive complaints of fire hazards, thoroughly investigate complaints about conditions, and recommend or order acceptable correction methods.
4. Inspect schools for fire hazards and conduct fire drills. When assigned, the Fire Marshal shall speak to students on fire hazards and assist schools with required drills.
5. Cooperate fully with inspectors or field service personnel from other departments and districts when making inspections for the correction or removal of hazards involving structural, electrical, or utility service safety.
6. Cooperate and assist the fire companies in fire prevention and inspection activities.
7. Prepare reports of all inspections undertaken and maintain a file of all reports and records.
8. Perform other duties as required or assigned by the chief officers.
9. Follow all rules, regulations, and directions of the fire district.
10. Provide a professional and positive image of and for the fire district.
11. Provide a written monthly report for the monthly Board of Trustees meeting.
12. Train fire companies to conduct re-inspections and useful pre-plans.
13. Provide information about any potential hazards and any special circumstances that firefighters would need to be cautioned about.
14. Work independently and as part of a team.

Part Four – Salary / Work Hours / Benefits

1. Pay is based on a 40-hour work week. Total annual hours of 2,080. Work hours may be adjusted to cover special event hours or prevention responsibility. Comp Time can also be accrued and used at the employees' discretion with Chief Officer approval.

2. Payroll is every two weeks.
3. The salary for this position is \$85,000 – 95,000 starting based on qualifications and experience, with a 6 month and one year review.
4. Other benefits include Blue Cross Blue Shield health insurance coverage with the district covering 85% of premiums. Same for both Dental and Vision coverage.
5. Each employee receives automatic death benefit to surviving beneficiaries of \$50,000.
6. Each employee receives automatic death benefit to surviving beneficiaries of \$3,000 from Globe Life at no cost.
7. Vacation Days 5 days (after 6 months) 11 days after one year.
8. Possible District Take Home vehicle after 6 months.
9. Sick Time Days earned at 8 hours per month.
10. Bereavement as needed with Chief approval.
11. 12 Paid Holidays.

Applications and resumes can be submitted to:

Chief Paul Hertzmann
700 Cottage Street
Shorewood, IL 60404

Applications are available on our web site on the home page. *There is a link to an application. It is marked as part-time, but it is for any employment with the District.*

Applications and resumes will be accepted until the position has been filled.