

## ASSISTANT FIRE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible inspection work to determine whether the requirements of the New York State Uniform Fire Prevention Code are being complied with. The position entails a high degree of responsibility since errors in judgment might endanger lives and property. Work is performed under the general direction of the Fire Inspector. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Examines and inspects buildings and property ascertaining compliance with the provisions of the New York State Uniform Fire Prevention Code;  
Investigates complaints and assists in prosecuting violators of the New York State Uniform Fire Prevention Code;  
Reports violations to the Fire Inspector;  
Maintains records and prepare reports of building inspection activities;  
May perform routine clerical operations within the office;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of the New York State Uniform Fire Prevention Code; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to make inspections; ability to read and interpret plans and specifications; firmness with courtesy; tact; good powers of observation.

### MINIMUM QUALIFICATIONS:

Two (2) years of experience as a member of a volunteer and/or paid fire department.

### SPECIAL REQUIREMENTS:

1. All code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code shall be required to complete prescribed code enforcement training courses as set forth in Title 19 (NYCRR) of the State of New York Department of State Codes, Rules and Regulations, Part 434 - "Minimum Standards for Code Enforcement Personnel." The certified basic training program, including all required subject areas as set forth in §434.6, as well as any requirements specified in §434.5, must be completed within one year of initial appointment.
2. All code enforcement personnel shall annually receive a minimum of 24 hours of in-service training as set forth in Title 19 (NYCRR) Part 434 §434.7 in each calendar year following the year in which certified basic training was successfully completed.
3. Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.