

FIRE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important inspection work involving responsibility for determining whether the requirements of the Multiple Residence Law are being complied with. The incumbent inspects buildings for compliance with all applicable laws, regulations and codes, including the New York State Uniform Fire Prevention and Building Code. The position entails a high degree of responsibility since errors in judgment might endanger lives and property. Work is performed under general supervision. Supervision of others is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Examines and inspects buildings and property to ascertain compliance with the provisions of the New York State Uniform Fire Prevention and Building Code, as well as all other applicable laws, ordinances, regulations and codes;

Ascertain compliance of new construction and alteration with all applicable laws, regulations and codes;

Reviews blueprints and plans relating to sprinkler systems, fire protection equipment, and fire prevention and building safety features to ensure adherence to, and compliance with, applicable laws, regulations and codes;

Inspects and tests fire alarm systems, fire sprinkler systems, heat and smoke detection devices and other fire protections and control mechanisms;

Provides advice and information to property owners, contractors, engineers, architects and others regarding fire protection requirements;

Investigates complaints and assists in prosecuting violators;

Maintains records of inspection activities and related information, as required;

Prepares and presents data and reports to Town Board and other government bodies, as required;

Performs related clerical operations as needed;

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: Thorough knowledge of the provisions of the New York State Uniform Fire Prevention and Building Code, as well as all other laws, regulations and codes applicable to fire inspection of buildings and properties; ability to establish and maintain cooperative and effective working relationships with other public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to enforce codes and regulations firmly, tactfully, and impartially; ability to communicate effectively, both orally and in writing, tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Three (3) years of experience in building construction; or
- b) Three (3) years of experience as a member of a paid or volunteer fire department; or
- c) An equivalent combination of training and experience.

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. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.