

FIRE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for fire prevention and firematic maintenance. These responsibilities are accomplished through the inspection and testing of fire detection and fire fighting equipment, ordering repair and maintenance of this equipment, giving lectures and demonstrations on fire prevention and what to do in case of actual fire, and conducting fire drills. The incumbent acts as a liaison with outside fire departments and is responsible for the overall safety of the facilities. This may be filled as an hourly position that is used on an as-needed basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as a liaison with outside fire departments and has responsibility for the overall safety of the facility;

Inspects the physical condition of and turns on water to test automatic sprinkler systems and reports conditions needing repair;

Opens valves of standpipes to determine if there is water pressure, examines the conditions needing repair;

Schedules and conducts tests of the fire alarm system and reports any malfunctions;

Maintains records and generates reports on all activities, including safety surveillance reports, fire drill reports and fire reports.

Inspects, and maintains through others, all fire fighting apparatus and related emergency equipment;

Generates work orders detailing conditions to be repaired or corrected;

Examines the gauges and inspects the physical condition of fire extinguishers, refills those needing water, sends out empty dry chemical extinguishers to a contractor to be refilled;

May organize and train the Medical Center's internal fire brigade;

Gives lectures and demonstrations to employees on fire prevention measures and what to do in case of a fire;

Schedules, conducts and evaluates fire drills;

Conducts in-service training for employees relating to fire safety and OSHA requirements;

Oversees the fire and safety training of all contract employees;

Responds to any fire emergencies or incidents, on a 24-hour, seven day a week basis, and generates reports as needed;

Develops plans for alternate routes of egress during construction projects as required by regulatory mandates;

Makes monthly reports on the condition of fire fighting equipment;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Inspects buildings and structures for fire hazards such as inadequate wiring, blocked fire exits, inadequate fire extinguishing equipment, etc., and prepares reports;

Reviews new construction documents for fire safety, including extinguisher placement, type, exit locations, standpipe locations, etc.;

Keeps informed on the latest fire prevention methods and regulations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of fire prevention methods; thorough knowledge of principles and practices of fire fighting; good knowledge of codes related to fire safety; good knowledge of the operation of automatic sprinkler systems, stand pipes and hoses, and how to test this equipment; good knowledge of the operation of a standard fire alarm system and its component parts including fire alarm boxes and ticker tape and how to test this equipment; good knowledge of the methods of conducting a fire drill and the condition in which an evacuated building should be left; good knowledge of the methods of extinguishing a variety of fires; ability to operate a fire pumper truck and all allied equipment; ability to give lectures and demonstrations on fire prevention and fire fighting; ability to conduct and evaluate fire drills; ability to make reports; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; reliability; initiative; resourcefulness; good judgment; agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and possession of a certification from NYS Department of State as a Code Enforcement Official.

SPECIAL REQUIREMENTS: 1) Possess and maintain a valid New York State driver's license appropriate to the equipment operated. 2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive
H0597: Noncompetitive for Dept of Emerg Services
MQT5

Job Class Code: C0493, H0597
Job Group: X Westchester County
IX West Med Center