

ASSISTANT FIRE INSPECTOR

GENERAL STATEMENT OF DUTIES: Assists in the inspections of buildings and structures for compliance with local fire prevention ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent in this class is responsible for assisting the Fire Inspector with the investigation of existing fire hazards in commercial, residential and/or industrial properties. The incumbent would be expected to make appropriate recommendations to correct evidences of fire hazards as well as perform inspections for violations of fire laws, codes and ordinances. Supervision would be directly received from the Fire Inspector or Building Inspector.

EXAMPLES OF WORK: (Illustrative Only)

Assists with inspections of buildings and structures for fire hazards (i.e. accumulation of debris or flammable materials, blocked fire exits, inadequate fire extinguishing equipment, faulty wiring);

Investigates and follows up on complaints of fire hazards;

Assists with the issuance of violation notices;

Participates in the investigation of premises after fires to ascertain cause and actual loss;

May inspect the installation of oil heating equipment to insure adherence to safety measures;

Prepares and maintains written reports of investigations;

Informs the public or private groups on fire prevention methods and regulations;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of fire prevention methods; good knowledge of local fire codes, laws, ordinances; good knowledge of local building codes as they relate to fire prevention; ability to prepare simple reports; ability to work cooperatively with others; ability to operate an automobile; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a standard high school course and two (2) years of experience as a volunteer or paid Fireman or as a Building Inspector or Assistant Building Inspector which shall have involved fire inspection; or (b) graduation from an accredited Fire Training School or Academy and one (1) year of specialized experience as stated in (a); or (c) Associates degree in engineering, building construction, civil technology, architectural technology or related fields; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment

NOTE: Code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed minimum basic code enforcement training course.